

Humboldt County Occupational Outlook Report

1998-2000

Animal Caretakers-
Assembler & Fabrica-
tors-Auto Mechanics-
Bakers-Bread & Pastry-

Bartenders-Bus & Truck Mechanics & Diesel Engine-Cabinet Maker and Bench Carpen-
ters-Carpenters-General Office Clerks-Guards & Watch Guards-Human Service Workers-
Janitors & Cleaners-Licensed Vocational Nurses-Bill & Account Collectors-Bookkeeping,
Accounting, & Auditing Clerks, Including Bookkeepers-Bus Driver-Child Care Worker-
Computer Network Technician-Food Service Managers-Hand Packers & Packagers-
Laundry & Dry Cleaning Machine Operators & Tenders (Except Pressing)-Phleboto-
mists-Purchasing Agents (Except Wholesale, Retail, and Farm Products)-Reporters and
Correspondents-Sales Agents & Placers- Insurance-Sales Agents- Real Estate-Salesper-
sons-Retail-Social Worker- Medical & Psychiatric-Station Installers & Repairers-Tele-
phone-Traffic, Shipping, & Receiving Clerks-Vehicle Salesperson- Retail-Auto Body and
related Repairers-Cashiers-Cooks, Restaurant-Counter and Rental Clerks-Dental Assis-

tants-Hotel Desk Clerks-Indus-
trial Truck and Tractor Opera-
tors-Instructional Aides-Lodg-
ing Managers-Maids and
Housekeepers Cleaners-Main-
tenance Repairers-General
Utility-Medical Secretaries-
Receptionists and Informa-
tional Clerks-Teachers, Pre-
school-Tire Repairers and
Changers-Truck Drivers,
Heavy -Truck Drivers, Light-
Waiter and Waitresses-Welders
and Cutters



Occupational Outlook Humboldt County Year 1998 - 2000

*A product
of
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(CCOIS)*

The California Cooperative



<http://www.calmis.ca.gov>

*Sponsored
by:*

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Preface

This Occupational Outlook Report (OOR) is based on studies in which various occupations were selected for research; employer samples were developed; surveys were conducted; and the resulting data was tabulated, analyzed, and compared with additional sources of information. The final results are published in this report.

Training programs offered by adult schools, community colleges, regional occupational programs, private post secondary schools, and apprenticeships in Humboldt County are available for some of the occupations listed in this report and are listed in each description.

Q: What is the Employment Training Department?

A: The Employment Training Department (ETD) is a group of local professionals who specialize in employment training services. These services are currently federally funded through the Workforce Investment Act (WIA)

The purpose of ETD is to help prepare youth and adults for entry into the labor force and to provide job training to individuals facing barriers to employment.

ETD offers a wide variety of specialized training programs, whether you are a youth still in school or an unemployed adult worker. If you are looking for your first job or want to get special training leading to a rewarding career, ETD can help you.

ETD also encourages nontraditional employment opportunities for women and men.

The Employment Training Department's programs will help you get the skills and experience employers want.

Programs Offered:

Occupational Skills (Classroom) Training

A program offered through contractual agreement with public and private agencies to provide training and job placement in a variety of vocations.

On-the-Job Training

A program that provides incentives to employers for hiring and training employees through ETD

Re-employment Services

A program specifically designed to assist persons who are about to be or have been laid off as a result of plant closures or consolidations.

Youth Program

A program that exposes young adults, ages 16 to 21, to the "world-of-work." Activities include pre-employment skills activities, work experience, work maturity, and job specific skills training.

ETD Advantages:

Clients Benefit

By receiving assistance in career counseling, job training, and placement, clients can develop more productive and financially independent lives.

Employers Benefit

At no cost ETD provides:

- Pre-screening of applicants' skills and educational levels
- Specifically designed on-the-job occupational training
- Financial incentives for hiring WIA-eligible applicants

Community Benefits

ETD brings Humboldt County businesses, residents, and employers together, creating mutual relationships that maintain and stimulate employment and economic prosperity in our area.

ETD is a proud partner of the Job Market, Humboldt County's one-stop for employment, education, and training services. To obtain more information on these Humboldt County opportunities, contact the Job Market at (707) 445-6149, or stop by at 409 K Street, Eureka, California 95501. (ETD is an equal opportunity agency. Auxiliary aids and services are available to individuals with disabilities. All services are subject to fund availability.)

♦ Employment Development Department

Job Services for Employers and Job seekers

The Employment Development Department (EDD) is the largest source of personnel recruitment in California. There is no fee to employers or job seekers. In addition to traditional office-based services, EDD customers can go on line to list a job, view current openings, or post a resume. For more information on Cal JOBS, telephone (707) 445-6532, or on-line at <http://www.calmis.ca.gov>.

Introduction

This Occupational Outlook Report has been prepared to provide the user with an appropriate beginning to explore the Humboldt County labor market. The information in this book was gathered from local employers, and accurately represents their responses to the extent possible. Please remember that not all employers agree to furnish information and, therefore, could not be included in this publication. Other, unforeseen events, such as economic conditions, technology, and legal decisions can also influence the labor market. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision. This report should be combined with other sources of occupational information before making important career decisions. Data for 1998, 1999, and 2000 are presented in this report.

Data for 2000 was gathered between June 1, 2000 and September 30, 2000

Possible Uses for This Report...

Career Decisions:

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to understand and includes employer requirements and preferences, wages and benefits, supply and demand, assessments, and more.

Curriculum Design:

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Human Resource Management:

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

Program Planning:

This report provides local planners and administrators with employment and training information, occupational size, and expected growth rates. Program planners can use this data to evaluate, eliminate, improve, and plan new programs.

Program Marketing:

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are greater because their training programs are developed using reliable local occupational data.

Guide to Occupational Summaries

Description of Occupation

Descriptions are taken from the Occupational Employment Statistics (OES) Dictionary, published by the U.S. Department of Labor. These descriptions provide a direct relationship to Occupational Employment Projections data produced by the Employment Development Department.

Wages/Benefits

Wages

Obtained from employer surveys, extreme wage responses not representative of most employers are omitted. Ranges reported are representative of most employers reporting. Results, including the range and the median, are reported for three levels of skills and experience defined as follows:

New hires, no experience: Persons trained or otherwise qualified, but with no paid experience in the occupation.

New hires, experienced: Experienced persons, or persons at the journey-level, but just starting at the firm.

3+ yrs experience with firm: Experienced persons, or persons at the journey-level, with at least 3 years experience at the firm.

A separate union wage scale is used when union employment exceeds 20% of an occupation's total employment. It is also used when union and non-union wages differ by more than 10%.

Wage information is presented as a tool for evaluating and comparing the potential earnings of one occupation with another. Wage information is not intended to represent official prevailing wages.

Hours and Benefits Offered

This data is obtained from employer surveys. Refer to **Key Terms** along lower left corner of the page for corresponding percentage value of the terms **All**, **Almost All**, **Most**, **Many**, **Some**, and **Few** used throughout this section and others.

Key Terms: *All: 100%; Almost All: 80 – 99%; Most: 60 – 79%; Many: 40 – 59%; Some: 20 – 39%; Few: <20%*

As an example regarding 1998 benefits, “7/15” should be read as “7 out of 15 employers responding to the benefits questions offer the specified benefit.”

1999/2000 benefits are shown as percentages on a graphic table. Shaded areas represent no benefits

Supply/Demand Assessment

Obtained from employer survey results, the following terms refer to the relative difficulty employers experience in locating qualified applicants for entry and experienced positions in the occupation:

Very Difficult = Demand is considerably greater than the supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.

Moderately Difficult = Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times.

Not Difficult = Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

When vacancy information is presented, **Key Terms** are applied.

Education/Training/Experience

This section presents the amount and kind of education, work experience, training and skills required or preferred by surveyed employers. **Key Terms** are applied.

While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employer, employer's educational statements have been

Guide to Occupational Summaries

Employment Trends/Size

Information projecting employment levels over the next three years was obtained from employer surveys. Key terms are applied.

EDD Occupational Projections

The term (small, medium, large, or very large) used to describe the size of a particular occupation refers to its estimated number of workers in the county. Occupational size in Humboldt County is measured using the following scale:

Small = Less than 68

Medium = 68 – 136

Large = 137 – 295

Very Large = 296 and above

Recruitment Methods

This data is obtained from employer surveys, and presented in ratios similar to that of the benefits section. Therefore, “9/12” should be read as “9 out of 12 employers responding to this question use the specified method as one of their primary recruitment methods.”

1999/2000 shows only the top three recruitment methods.

Occupational Mobility

Data in this section is also obtained from employer surveys. **Key terms** are applied. It should be kept in mind that the possibility of promotional and advancement varies considerably between

Training Opportunities

When applicable, possible training programs offered within Humboldt County are listed. A more detailed description of these programs can be obtained from the Vocational Training Directory published by the Employment Training Department of Humboldt County, or by contacting the schools or associations directly. A list of local schools, related to occupations contained in this publication, are located in the Local Training Facilities Section in the back of this

Where the Jobs Are

This information is compiled from EDD’s projected Humboldt County employment data. Common industrial groups employing workers in the specified occupations are listed.

DOT Codes and Titles

The Dictionary of Occupational Titles (DOT) uses a more detailed classification system than does the OES system. However, each OES-defined occupation can be matched to a number of related DOT-defined occupations. This section includes some of the more sizeable DOT occupations associated with the OES

Additional Information

Unions: Union percentages are based on employer surveys. **Key terms** are applied.

Occupational Outlook Handbook: This handbook, published by the Bureau of Labor Statistics, contains further information on each occupation.

CA Occupational Guide: Further information on each occupation can also be found in these guides published by EDD.

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Automotive Body and Related Repair

OES Code: 853050

12 Employers Responding, 70 Jobs Represented, 69 Males, 1 Female

Description of Occupation

Automotive Body and Related Repairers repair, repaint and refinish automotive vehicle bodies, straighten vehicle frames, and replace damaged vehicle glass.

Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

Wages/Benefits

Non-Union Wages	Range	Median
New hires, no experience	6.00 11.00	8.50
New hires, experienced	8.00 17.00	12.00
3+yrs experience with firm	10.00 19.00	17.00

Union Wages	Range	Median
New hires, no experience	7.00 9.40	8.20
New hires, experienced	8.40 9.40	8.50
3+yrs experience with firm	12.60 18.75	15.50

Hours

Almost all employment is full-time, averaging 40 hours per week; few jobs are part-time, averaging 13 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	42%		17%			
Dental Insur	33%		8%			
Vision Insur	17%		8%			
Life Insur	17%					
Sick Leave						
Vacation	50%					
Retirement	33%		8%	8%		
Child Care						
Other	8%					

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 50%
- ♦ High school or equivalent 50%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	33%	33%	33%
Training as a Substitute for Experience	63%	38%	0%

Automotive Body and Related Repair

Required Skills

Skill in working with fiberglass
Ability to operate power hand tools
Ability to tolerate dust and paint fumes
Ability to lift 70 lbs. repeatedly
Ability to work independently
Basic math skills
Ability to read and follow directions

Occupational Mobility

Most firms report they do offer promotional opportunities, with some firms reporting they do not.

Local Training Opportunities

- ◆ College of the Redwoods
- ◆ Humboldt Regional Occupational Program

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Small
- ◆ Projected Job Growth Size: 40%
- ◆ Growth: Much Faster Than Average

Where the Jobs Are

Automotive Repair Shops
Top & Body Repair & Paint Shops

DOT Codes and Titles

620.684-034	Used-Car Renovator
807.267-010	Shop Estimator
807.361-010	Auto Body Customizer
807.381-010	Automobile-Body Repairer

Recruitment Methods

Three most successful recruiting methods used by responding employers.

of Firms

- | | |
|----------------------------|------|
| ◆ Walk-In Applicants | 9/12 |
| ◆ In house Promo/Transfers | 8/12 |
| ◆ Other | 8/12 |

Additional Information

- ◆ California Occupational Guide #68
- ◆ Occupational Outlook Handbook Page #352

Cashiers

OES Code: 490230

15 Employers Responding, 328 Jobs Represented, 93 Males, 235 Females

Description of Occupation

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	7.00	6.00
New hires, experienced	5.75	8.00	6.40
3+yrs experience with firm	6.25	10.00	7.50

Hours

Most employment is part-time, averaging 25 hours per week. Some jobs are full-time, averaging 39 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	47%	13%	40%	7%		
Dental Insur	47%	13%	33%	7%		
Vision Insur	33%	13%	13%	7%		
Life Insur	27%		27%	7%		
Sick Leave	33%	13%				
Vacation	47%	27%				
Retirement	27%	7%	13%	7%		
Child Care						
Other	13%	13%			13%	

Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is not difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 67%
- ♦ High school or equivalent 33%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	0%	60%	40%
Training as a Substitute for Experience	50%	50%	0%

Cashiers

Required Skills

Cash handling skills
Ability to stand continuously for 2 or more hours
Public contact skills
Ability to work under pressure
Basic math skills
Oral communication skills

Occupational Mobility

All firms report they do offer promotional opportunities.

Local Training Opportunities

- ♦ Humboldt Regional Occupational Program
- ♦ Eureka Adult School

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ♦ Occupational Size: Very large
- ♦ Projected Job Growth Size: 13.6%
- ♦ Growth: Slower Than Average

Where the Jobs Are

Grocery Stores
Gasoline Service Stations
Eating and Drinking Places

DOT Codes and Titles

209.567-014	Order Clerk, Food and Beverage
211.362-010	Cashier I
211.462-010	Cashier II
211.462-014	Cashier-Checker

Recruitment Methods

Three most successful recruiting methods used by responding employers.

of Firms

- | | |
|----------------------------|-------|
| ♦ In house Promo/Transfers | 15/15 |
| ♦ Walk-In Applicants | 14/15 |
| ♦ Other | 7/15 |

Additional Information

- ♦ California Occupational Guide #31
- ♦ Occupational Outlook Handbook Page #248

Cooks

OES Code: 650260

15 Employers Responding, 82 Jobs Represented, 62 Males, 20 Females

Description of Occupation

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	6.50	5.75
New hires, experienced	5.75	7.50	6.50
3+yrs experience with firm	6.50	10.00	9.00

Hours

Many of the employers state that employment is full-time, averaging 39 hours per week: Many employers stated that employment is part-time, averaging 26 per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	7%		7%			13%
Dental Insur	7%		7%			13%
Vision Insur	7%					13%
Life Insur	7%					13%
Sick Leave	7%					
Vacation	7%					
Retirement	7%					
Child Care						
Other						

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 80%
- ♦ High school or equivalent 20%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	40%	40%	20%
Training as a Substitute for Experience	33%	67%	0%

Cooks

Required Skills

Ability to stand continuously for 2 or more hours
Ability to work under pressure
Basic math skills
Ability to read and follow instructions
Oral communication skills

Occupational Mobility

Many firms report they do not offer promotional opportunities, with many reporting they do.

Local Training Opportunities

- ♦ Humboldt Regional Occupational Program

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ♦ Occupational Size: Large
- ♦ Projected Job Growth Size: 17.4%
- ♦ Growth: Faster Than Average

Where the Jobs Are

Eating Establishments
Hotels and Motels

DOT Codes and Titles

313.281-010	Cook
313.361-018	Cook Apprentice
313.381-022	Cook, Barbecue
315.361-022	Cook, Station

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
♦ Walk-In Applicants	15/15
♦ Other	12/15
♦ Employee Referrals	6/15
♦ Newspaper Ads	6/15

Additional Information

- ♦ California Occupational Guide #366
- ♦ Occupational Outlook Handbook Page #312

Counter and Rental Clerks

OES Code: 490170

16 Employers Responding, 106 Jobs Represented, 48 Males, 58 Females

Description of Occupation

Counter and Rental Clerks receive articles and/or orders for service, such as rentals, repairs, dry-cleaning, and storage. They may compute cost and accept payment.

Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	7.00	6.00
New hires, experienced	5.75	8.00	6.25
3+yrs experience with firm	6.50	10.00	7.75

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Hours

Many of the employers state that employment is full-time, averaging 40 hours per week: Many employers stated that employment is part-time, averaging 24 per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	31%	6%		6%		
Dental Insur	13%	6%				
Vision Insur	13%	6%				
Life Insur				6%		
Sick Leave	13%					
Vacation	25%	6%				
Retirement	19%			6%		
Child Care						
Other			13%			

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 69%
- ♦ High school or equivalent 31%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	19%	50%	31%
Training as a Substitute for Experience	0%	100%	0%

Counter and Rental Clerks

Required Skills

Cash handling skills
Ability to stand continuously for 2 or more hours
Customer service skills
Basic math skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills

Occupational Mobility

Most firms report they do offer promotional opportunities, with some reporting they do not.

Local Training Opportunities

- ♦ Humboldt Regional Occupational Program
- ♦ Eureka Adult School

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ♦ Occupational Size: Large
- ♦ Projected Job Growth Size: 29.4%
- ♦ Growth: Much Faster Than Average

Where the Jobs Are

Misc. Amusement, Recreation Service
Video Tape Rental
Laundry, Cleaning, & Garment Service

DOT Codes and Titles

216.482-030	Laundry Pricing Clerk
249.362-010	Counter Clerks
259.357-014	Tool-And-Equipment-Rental Clerk

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
♦ Walk-In Applicants	13/15
♦ Employee Referrals	10/15
♦ In-House Promo/Transfer	8/15
♦ Newspaper Ads	8/15

Additional Information

- ♦ California Occupational Guide #511
- ♦ Occupational Outlook Handbook Page #249

Dental Assistants

OES Code: 660020

15 Employers Responding, 46 Jobs Represented, 1 Male, 45 Females

Description of Occupation

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

Supply/Demand Assessment

Most employers expect employment levels to remain stable over the next 24 months, with some expecting levels to grow. No employers expected levels to

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	7.50	10.00	9.00
New hires, experienced	8.00	12.00	10.00
3+yrs experience with firm	11.00	16.00	12.00

Hours

Almost all of the employers state that employment is full-time, averaging 37 hours per week: Few employers stated that employment is part-time, averaging 23 per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	47%	7%	27%	7%		7%
Dental Insur	40%	13%	13%	7%	7%	
Vision Insur	20%	7%	7%			
Life Insur			7%			
Sick Leave	87%	13%				
Vacation	80%	13%	7%			
Retirement	67%	13%	7%	7%		
Child Care						
Other						

Employer Requirements

Minimum level of education for most recent hires.

- ♦ High school or equivalent 73%
- ♦ Associate Degree 27%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	40%	27%	33%
Training as a Substitute for Experience	45%	55%	0%

Dental Assistants

Required Skills

Ability to follow oral instructions
Ability to write effectively
Ability to perform or assist with dental procedures
Ability to read and follow instructions
Ability to write legibly
Oral communication skills

Occupational Mobility

Some firms report they do offer promotional opportunities, with most reporting they do not.

Local Training Opportunities

- ◆ College of the Redwoods

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Medium
- ◆ Projected Job Growth Size: 25.0%
- ◆ Growth: Much Faster Than Average

Where the Jobs Are

Offices and Clinics of Dentists

DOT Codes and Titles

079.361-018 Dental Assistants

Recruitment Methods

Three most successful recruiting methods used by responding employers.

of Firms

- ◆ Employee Referrals 12/15
- ◆ Newspaper Ads 11/15
- ◆ School, Programs Referrals 6/15
- ◆ Colleges/Universities 6/15

Additional Information

- ◆ California Occupational Guide #27
- ◆ Occupational Outlook Handbook Page #317

Hotel Desk Clerks

OES Code: 538080

15 Employers Responding, 75 Jobs Represented, 18 Males, 57 Females

Description of Occupation

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	7.50	6.38
New hires, experienced	5.75	8.00	6.50
3+yrs experience with firm	6.50	9.00	8.00

Hours

Some of the employers state that employment is full-time, averaging 40 hours per week: Many employers stated that employment is part-time, averaging 26 per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	7%		13%			
Dental Insur	7%		7%			
Vision Insur	7%		7%			
Life Insur			13%			
Sick Leave			7%			
Vacation	27%	13%	7%			
Retirement			13%	7%		
Child Care						
Other			7%			

Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 27%
- ♦ High school or equivalent 73%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	20%	60%	20%
Training as a Substitute for Experience	33%	67%	0%

Hotel desk Clerks

Required Skills

Record keeping skills
Cash handling skills
Good grooming skills
Public contact skills
Ability to work under pressure
Customer service skills
Ability to write legibly
Oral communication skills

Occupational Mobility

Most firms report they do offer promotional opportunities, with some reporting they do not.

Local Training Opportunities

- ♦ Humboldt Regional Occupational Program
- ♦ Eureka Adult School
- ♦ College of the Redwoods

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- | | |
|------------------------------|---------|
| ♦ Occupational Size: | Medium |
| ♦ Projected Job Growth Size: | 15.4% |
| ♦ Growth: | Average |

Where the Jobs Are

Hotels and Motels

DOT Codes and Titles

238.367-038 Hotel Clerk

Recruitment Methods

Three most successful recruiting methods used by responding employers.

- | | # of Firms |
|---------------------------|-------------------|
| ♦ Newspaper Ads | 12/15 |
| ♦ In-House Promo/Transfer | 8/15 |
| ♦ Walk-In Applicants | 7/15 |

Additional Information

- ♦ California Occupational Guide #70
- ♦ Occupational Outlook Handbook Page #282

Industrial Truck and Tractor Operators

OES Code: 979470

8 Employers Responding, 52 Jobs Represented, 46 Males, 6 Females

Description of Occupation

Industrial Truck and Tractor Operators operate gasoline or electric powered industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Please do not include Logging Tractor Operators.

Wages/Benefits

Level of skill	Range	Median
New hires, no experience	6.00 11.03	7.67
New hires, experienced	6.75 12.50	8.75
3+yrs experience with firm	8.50 16.15	10.30

Hours

Most of the employers state that employment is full-time, averaging 41 hours per week: Some employers stated that employment is part-time, averaging 23 per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	38%	13%	63%	13%		
Dental Insur	25%	13%	63%	13%		
Vision Insur	13%	13%	50%	13%		
Life Insur	38%		38%	13%		
Sick Leave	63%	25%				
Vacation	75%	25%	13%			
Retirement	38%	25%	25%			
Child Care						13%
Other	25%	13%	13%			13%

Supply/Demand Assessment

All employers expect employment levels to remain stable over the next 24 months, with none expecting levels to grow. No employers expected levels to

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 25%
- ♦ High school or equivalent 75%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	13%	88%	0%
Training as a Substitute for Experience	0%	100%	0%

Industrial Truck and Tractor Operators

Required Skills

Good hand-eye coordination
Possession of a valid driver's license
Possession of a fork lift driver's certificate
Possession of mechanical aptitude
Ability to read and follow instructions
Oral communication skills

Occupational Mobility

Most firms report they do offer promotional opportunities, with some reporting they do not.

Local Training Opportunities

Currently there is no specific training offered for this occupation.

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Large
- ◆ Projected Job Growth Size: 3.8%
- ◆ Growth: Slower Than Average

Where the Jobs Are

Sawmills and Planing Mills, General
Reconstitute Wood Products
Lumber, Plywood, and Millwork

DOT Codes and Titles

921.683-042	Front End Loader Operator
921.683-050	Industrial-Truck operator
929.583-010	Yard Workers
929.683-014	Tractor Operator

Recruitment Methods

Three most successful recruiting methods used by responding employers.

of Firms

- | | |
|----------------------|-----|
| ◆ Newspaper Ads | 4/8 |
| ◆ Word of Mouth | 4/8 |
| ◆ Walk-In Applicants | 4/8 |

Additional Information

- ◆ California Occupational Guide #190
- ◆ Occupational Outlook Handbook Page #466

Instructional Aides

OES Code: 315211

15 Employers Responding, 157 Jobs Represented, 5 Males, 152 Females

Description of Occupation

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts, and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	8.00	6.25
New hires, experienced	6.00	8.72	6.30
3+yrs experience with firm	6.25	10.50	7.95

Hours

Few of the employers state that employment is full-time, averaging 38 hours per week. Almost all employers stated that employment is part-time, averaging 20 per week. Few stated employment is seasonal, averaging 4 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	7%	13%				
Dental Insur	7%	7%				
Vision Insur		7%				
Life Insur	7%					
Sick Leave		27%			7%	
Vacation		40%			7%	7%
Retirement	7%					
Child Care	7%	13%	7%			
Other		7%				

Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ High school or equivalent 87%
- ♦ Associate Degree 13%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	27%	33%	40%
Training as a Substitute for Experience	40%	60%	0%

Instructional Aides

Required Skills

Understanding of a variety of cultures
Knowledge of early childhood development
Oral reading skills
Classroom management skills
Ability to administer emergency first aid
Ability to handle crisis situations
Ability to exercise patience
Oral communication skills

Occupational Mobility

Almost all firms report they do offer promotional opportunities, with few reporting they do not.

Local Training Opportunities

- ◆ College of the Redwoods
- ◆ Eureka Adult School
- ◆ Humboldt Regional Occupational Program
- ◆ Humboldt State University

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Very Large
- ◆ Projected Job Growth Size: 19.5%
- ◆ Growth: Faster Than Average

Where the Jobs Are

Elementary and Secondary School
Junior College
School & Educational Services, Nec.

DOT Codes and Titles

099.327-010	Teachers Aide I
219.467-010	Grading Clerk
249.367-074	Teachers Aide II
249.367-086	Satellite-Instruction Facilitator

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Newspaper Ads	12/15
◆ Walk-In Applicants	9/15
◆ In House Promo/Transfer	7/15

Additional Information

- ◆ California Occupational Guide #502
- ◆ Occupational Outlook Handbook Page #162

Lodging Manager

OES Code: 150262

13 Employers Responding, 18 Jobs Represented, 2 Males, 16 Females

Description of Occupation

Lodging Managers plan, organize, direct, control, or coordinate activities of an organization of department that provides lodging such as hotel, motel, or tourist courts.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	8.00	25.57	11.50
New hires, experienced	5.75	13.00	9.50
3+yrs experience with firm	8.63	15.00	12.00

Hours

Almost all of the employers state that employment is full -time, averaging 40 hours per week: Few employers stated that employment is part-time , averaging 30 per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	15%		15%			
Dental Insur	15%		8%			
Vision Insur	23%		8%			
Life Insur			15%			
Sick Leave	8%		8%			
Vacation	38%		8%			
Retirement	8%		8%			
Child Care						
Other	8%		8%			

Supply/Demand Assessment

All employers expect employment levels to remain stable over the next 24 months, with none expecting levels to grow. No employers expected levels to

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 23%
- ♦ High school or equivalent 77%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	54%	15%	31%
Training as a Substitute for Experience	9%	91%	0%

Lodging Manager

Required Skills

Ability to maintain financial record
Ability to manage an activity or department
Ability to hire and assign personnel
Problem solving skills
Public contact skills
Ability to work under pressure
Oral communication skills

Occupational Mobility

Some firms report they do offer promotional opportunities, with most reporting they do not.

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Humboldt State University
- ♦ Eureka Adult School

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ♦ Occupational Size: Large
- ♦ Projected Job Growth Size: 19.9%
- ♦ Growth: Faster Than Average

Where the Jobs Are

Hotels and Motels

DOT Codes and Titles

187.117-038	Manager, Hotel and Motel
187.167-066	Manager, Camp
187.167-078	Manager, Convention
320.137-010	Manager, Boarding House
320.137-014	Manager, Lodging Facilities

Recruitment Methods

Three most successful recruiting methods used by responding employers.

- | | # of Firms |
|-----------------------------|-------------------|
| ♦ Newspaper Ads | 7/13 |
| ♦ Word of mouth | 7/13 |
| ♦ Employee Referrals | 6/13 |

Additional Information

- ♦ California Occupational Guide #114
- ♦ Occupational Outlook Handbook Page #53

Maid and Housekeeping Cleaners

OES Code: 670020

17 Employers Responding, 150 Jobs Represented, 13 Males, 137 Females

Description of Occupation

Maids and Housekeeping Cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	6.50	5.88
New hires, experienced	5.75	7.00	6.15
3+yrs experience with firm	6.00	9.00	7.00

Hours

Some of the employers state that employment is full-time, averaging 40 hours per week. Many employers stated that employment is part-time, averaging 25 per week. Few stated it was seasonal or temp/on-call, averaging 17-18 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	12%	6%	12%			
Dental Insur	6%	6%	6%			
Vision Insur	6%	6%	6%			
Life Insur			12%			
Sick Leave	6%	6%	6%			
Vacation	24%	18%	6%			
Retirement			12%	6%		
Child Care						
Other		6%				

Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced appli-

Employer requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 76%
- ♦ High school or equivalent 24%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	6%	76%	18%
Training as a Substitute for Experience	50%	50%	0%

Maids and Housekeeping Cleaners

Required Skills

Ability to stand for prolonged periods
Ability to work independently
Ability to follow oral instructions
Ability to read and follow instructions

Occupational Mobility

Most firms report they do offer promotional opportunities, with some reporting they do not.

Local Training Opportunities

Currently there is no specific training offered for this occupation.

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- | | |
|------------------------------|------------|
| ◆ Occupational Size: | Very Large |
| ◆ Projected Job Growth Size: | 16.7% |
| ◆ Growth: | Average |

Where the Jobs Are

General Medical and Surgical Hospital
Hotels and Motels

DOT Codes and Titles

323.687-010	Cleaners, Hospital
323.687-014	Cleaners, Housekeeping
323.687-018	Housecleaner

Recruitment Methods

Three most successful recruiting methods used by responding employers.

- | | # of Firms |
|----------------------|-------------------|
| ◆ Newspaper Ads | 12/17 |
| ◆ Employee Referrals | 10/17 |
| ◆ Walk-In Applicants | 10/17 |

Additional Information

- ◆ California Occupational Guide #511
- ◆ Occupational Outlook Handbook Page #329

Maintenance Repairers-General Utility

OES Code: 851320

15 Employers Responding, 45 Jobs Represented, 42 Males, 3 Females

Description of Occupation

General Utility Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs.

Wages/Benefits

Non-Union Wages	Range	Median
New hires, no experience	6.50 7.50	7.00
New hires, experienced	6.50 10.80	8.00
3+yrs experience with firm	7.50 14.00	9.50

Union Wages	Range	Median
New hires, no experience	0.00 0.00	0.00
New hires, experienced	10.00 18.13	12.39
3+yrs experience with firm	12.00 19.99	13.66

Hours

Almost all of the employers state that employment is full-time, averaging 40 hours per week. Few employers stated that employment is part-time or temp/on-call, averaging 19-20 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	47%		13%			
Dental Insur	27%		13%			
Vision Insur	33%		7%			
Life Insur	20%		13%		7%	
Sick Leave	33%	7%	7%			
Vacation	60%	7%	7%			
Retirement	27%		7%		7%	
Child Care			0%			
Other	13%		7%			

Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with some expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is not difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 53%
- ♦ High school or equivalent 47%

Maintenance Repairers-General Utility

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	80%	0%	20%
Training as a Substitute for Experience	20%	80%	0%

Required Skills

Organizational skills
Ability to lift 50 lbs. repeatedly
Ability to work independently
Oral communication skills
Problem solving abilities

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Very Large
- ◆ Projected Job Growth Size: 15.8%
- ◆ Growth: Average

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Newspaper Ads	11/15
◆ Employee Referrals	7/15
◆ Walk-In Applicants	6/15

Occupational Mobility

Many firms report they do offer promotional opportunities, with most reporting they do not.

Local Training Opportunities

Currently there is no specific training offered for this occupation.

Please see Local Training Facilities Section for more information.

Where the Jobs Are

Hotels and Motels
Sawmills and Planing Mills
Residential Building Construction

DOT Codes and Titles

899.261-014	Maintenance Repairers, Industrial
899.381-010	Maintenance Repairers, Building

Additional Information

- ◆ California Occupational Guide #560
- ◆ Occupational Outlook Handbook Page #368

Medical Secretaries

OES Code: 551050

15 Employers Responding, 64 Jobs Represented, 0 Male, 64 Females

Description of Occupation

Medical Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	6.00	8.50	7.50
New hires, experienced	6.25	9.00	8.00
3+yrs experience with firm	7.29	11.75	10.00

Hours

Most of the employers state that employment is full-time, averaging 40 hours per week: Some employers stated that employment is part-time, averaging 26 per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	53%	13%	13%	7%		
Dental Insur	27%		7%	7%		
Vision Insur	33%					
Life Insur	20%					
Sick Leave	73%	7%				
Vacation	73%	13%				
Retirement	60%	7%				
Child Care						
Other	20%					

Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

♦ High school or equivalent 100%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	20%	7%	73%
Training as a Substitute for Experience	36%	64%	0%

Medical Secretaries

Required Skills

Ability to complete and explain insurance forms
Ability to follow billing procedures
Telephone answering skills
Knowledge of medical terminology
Basic math skills
Oral communication skills

Occupational Mobility

Many firms report they do offer promotional opportunities, with most reporting they do not.

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Eureka Adult School
- ♦ Humboldt Regional Occupational Program

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ♦ Occupational Size: Medium
- ♦ Projected Job Growth Size: 11.1%
- ♦ Growth: Slower Than Average

Where the Jobs Are

Offices and Clinics of Medical Doctors
Offices and Clinics of Dentists
General Medical and Surgical Hospital

DOT Codes and Titles

201.362-038 Medical Secretary

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
♦ Newspaper Ads	9/15
♦ Word of Mouth	7/15
♦ Walk-In Applicants	5/15
♦ Employment Development Department	5/15

Additional Information

- ♦ California Occupational Guide #177
- ♦ Occupational Outlook Handbook Page #304

Receptionists and Information Clerks

OES Code: 553050

13 Employers Responding, 63 Jobs Represented, 5 Males, 58 Females

Description of Occupation

Receptionists and Information Clerks answer inquiries and obtain information for general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons with the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Please do not include Receptionists

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	6.00	8.50	7.00
New hires, experienced	6.25	9.00	8.00
3+yrs experience with firm	7.29	11.75	9.00

Hours

Most of the employers state that employment is full-time, averaging 39 hours per week. Some employers stated that employment is part-time, averaging 26 per week. Few are seasonal, averaging 37 hours. Few are Temporary/On-Call, averaging 10 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	77%	23%	8%	8%		
Dental Insur	46%	15%	15%	8%	8%	
Vision Insur	46%	15%	8%			
Life Insur	54%	8%	8%			
Sick Leave	62%	23%				
Vacation	69%	31%				
Retirement	62%	23%	8%		8%	
Child Care						
Other	8%				15%	

Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is not difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

♦ High school or equivalent 100%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	62%	15%	23%
Training as a Substitute for Experience	45%	55%	0%

Receptionists and Information Clerks

Required Skills

Alphabetic and numerical filing skills
Bookkeeping skills
Telephone answering skills
Ability to work under pressure
Customer service skills
Oral communication skills

Occupational Mobility

Many firms report they do offer promotional opportunities, with many reporting they do not.

Local Training Opportunities

- ◆ College of the Redwoods
- ◆ Eureka Adult School
- ◆ Humboldt Regional Occupational Program

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Very Large
- ◆ Projected Job Growth Size: 19.5%
- ◆ Growth: Faster Than Average

Where the Jobs Are

Local, State, Federal Government
Offices & Clinics of Medical Doctor
Hospitals
Business Consulting and Associations
Accounting, Auditing, & Bookkeeping

Recruitment Methods

Three most successful recruiting methods used by responding employers.

of Firms

- ◆ Newspaper Ads 10/13
- ◆ In-House Promo/Transfer 6/13
- ◆ Walk-In Applicants 5/13
- ◆ Word of Mouth 5/13

DOT Codes and Titles

203.362-014	Credit Reporting Clerks
205.367-038	Registrar
237.367-010	Appointment Clerks
237.367-018	Information Clerks

Additional Information

- ◆ California Occupational Guide #21
- ◆ Occupational Outlook Handbook Page #284

Teachers, Preschool

OES Code: 313030

15 Employers Responding, 87 Jobs Represented, 3 Males, 84 Females

Description of Occupation

Preschool Teachers instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care centers, or other child development facilities. May be required to hold a State certification.

Wages/Benefits

Level of skill	Range	Median
New hires, no experience	6.50 9.75	7.91
New hires, experienced	6.30 11.51	7.00
3+yrs experience with firm	7.75 14.00	8.85

Hours

Most of the employers state that employment is full-time, averaging 39 hours per week. Some employers stated that employment is part-time, averaging 23 per week. Few are seasonal averaging 40 hours. Few are Temporary/On-Call, averaging 8 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	27%		20%			7%
Dental Insur	20%		13%			7%
Vision Insur	7%		7%			7%
Life Insur	20%					
Sick Leave	33%	7%				7%
Vacation	33%	7%			13%	13%
Retirement	27%					
Child Care	13%	13%	20%	7%		
Other	7%	7%				

Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ High school or equivalent 80%
- ♦ Associate Degree 20%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	80%	13%	7%
Training as a Substitute for Experience	8%	92%	0%

Teachers, Preschool

Required Skills

Oral reading skills
Classroom management skills
Ability to write effectively
Problem solving skills
Understanding of a variety of cultures
Possession of a clean police record
Ability to work under pressure
Ability to exercise patience
Ability to read and follow instructions

Occupational Mobility

Most firms report they do offer promotional opportunities, with some reporting they do not.

Local Training Opportunities

- ◆ College of the Redwoods
- ◆ Humboldt Regional Occupational Program
- ◆ Humboldt State University
- ◆ Eureka Adult School

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Large
- ◆ Projected Job Growth Size: 19.2%
- ◆ Growth: Faster Than Average

Where the Jobs Are

Child Day Care Services

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Newspaper Ads	13/15
◆ In-House Promo/Transfer	8/15
◆ College/Universities	8/15

DOT Codes and Titles

092.227-018 Teacher Preschool

Additional Information

- ◆ California Occupational Guide #275
- ◆ Occupational Outlook Handbook Page #443

Tire Repairers and Changers

OES Code: 859530

9 Employers Responding, 42 Jobs Represented, 42 Males, 0 Female

Description of Occupation

Tire Repairers and Changers repair and replace tires, tubes, treads, and related products on automobiles, buses, trucks, and other vehicles. Their duties include mounting tires on wheels, balancing tires and wheels, and testing and repairing damaged tires and inner tubes. Please include only employees who primarily repair and change tires.

Wages/Benefits

Level of skill	Range	Median
New hires, no experience	5.75 10.00	7.50
New hires, experienced	7.00 10.00	8.00
3+yrs experience with firm	8.50 14.50	12.00

Hours

Almost all of the employers state that employment is full-time, averaging 41 hours per week. Few employers stated that employment is part-time, averaging 30 per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	44%		33%	11%		
Dental Insur	44%		22%	11%	11%	
Vision Insur	22%		11%	11%		
Life Insur	22%	11%				
Sick Leave	22%	11%			11%	
Vacation	78%	11%				
Retirement	56%	11%				
Child Care						
Other	11%					

Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 22%
- ♦ High school or equivalent 78%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	22%	33%	44%
Training as a Substitute for Experience	50%	50%	0%

Tire Repairers and Changers

Required Skills

Oral communication skills
Tire changing skills
Tire repairing skills
Public contact skills
Knowledge of safe equipment operating practices

Occupational Mobility

Most firms report they do offer promotional opportunities, with some reporting they do not.

Local Training Opportunities

Currently there is no specific training offered for this occupation.

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ♦ Occupational Size: Medium
- ♦ Projected Job Growth Size: 37.5%
- ♦ Growth: Much Faster Than Average

Where the Jobs Are

Auto and Home Supply Stores
Department Stores

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
♦ Walk-In Applicants	8/9
♦ Newspaper Ads	4/9
♦ Employee Referrals	4/9

DOT Codes and Titles

915.684-010 Tire Repairer

Additional Information

- ♦ California Occupational Guide #251
- ♦ Occupational Outlook Handbook Page #490

Truck Drivers – Heavy or Tractor Trailer

OES Code: 971020

15 Employers Responding, 234 Jobs Represented, 225 Males, 9 Females

Description of Occupation

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Wages/Benefits

Level of skill	Range	Median
New hires, no experience	8.00 14.60	11.25
New hires, experienced	9.50 15.05	10.00
3+yrs experience with firm	10.00 17.11	14.00

Hours

Most of the employers state that employment is full-time, averaging 45 hours per week. Few employers stated that employment is part-time, averaging 20 per week. Some employers stated that employment was seasonal, averaging 41 hours per week.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 60%
- ♦ High school or equivalent 40%

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	40%		40%			
Dental Insur	33%		20%			
Vision Insur	27%		13%			
Life Insur	33%		20%			
Sick Leave	20%					
Vacation	40%					
Retirement	13%		13%			
Child Care						
Other	7%		13%			

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	67%	13%	20%
Training as a Substitute for Experience	8%	92%	0%

Truck Drivers – Heavy or Tractor Trailer

Required Skills

Ability to drive trucks long distances
Ability to lift at least 75 lbs. repeatedly
Ability to work independently
Possession of a good DMV driving record
Ability to read and follow instructions

Occupational Mobility

Some firms report they do offer promotional opportunities, with most reporting they do not.

Local Training Opportunities

- ♦ American Trucking School
- ♦ College of the Redwoods

Please see Local Training Facilities Section for more information

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ♦ Occupational Size: Very Large
- ♦ Projected Job Growth Size: 14.6%
- ♦ Growth: Average

Where the Jobs Are

Local Trucking, Without Storage
Trucking, Except Local
Logging
Sawmills and Planing Mills, General

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
♦ Word of Mouth	10/15
♦ Walk-In Applicants	9/15
♦ Employee Referrals	8/15

DOT Codes and Titles

900.683-010	Concrete-Mixing Truck Drivers
902.683-010	Dump-Truck Driver
904.383-010	Tractor-Trailer-Truck Driver

Additional Information

- ♦ California Occupational Guide #255
- ♦ Occupational Outlook Handbook Page #473

Truck Drivers, Light Inc. Delivery & Route

OES Code: 971050

15 Employers Responding, 57 Jobs Represented, 45 Males, 12 Females

Description of Occupation

Light Drivers, including Delivery and Route Workers, drive vehicles with a capacity under three tons. They deliver or pick up merchandise and may load and unload trucks. Please do not include workers whose duties include sales.

Supply/Demand Assessment

All employers expect employment levels to remain stable over the next 24 months, No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Wages/Benefits

Level of skill	Range	Median
New hires, no experience	5.75 9.00	7.00
New hires, experienced	5.75 10.22	7.67
3+yrs experience with firm	6.50 14.75	9.11

Hours

Most of the employers state that employment is full-time, averaging 42 hours per week. Few employers stated that employment is part-time, averaging 19 per week. Few employers stated employment is seasonal, averaging 40 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	27%	7%	53%			
Dental Insur	7%	7%	20%			
Vision Insur	7%		13%	7%		
Life Insur	33%		20%	7%		
Sick Leave	27%	7%				
Vacation	60%	7%	7%			
Retirement	7%	7%	13%		7%	
Child Care						
Other			13%			

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 33%
- ♦ High school or equivalent 67%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	27%	60%	13%
Training as a Substitute for Experience	33%	67%	0%

Truck Drivers, Light Inc. Delivery & Route

Required Skills

Ability to load and unload freight
Ability to work independently
Possession of a good DMV driving record
Ability to read and follow instructions

Occupational Mobility

Most firms report they do offer promotional opportunities, with some reporting they do not.

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Eureka Adult School

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ♦ Occupational Size: Very Large
- ♦ Projected Job Growth Size: 16.7%
- ♦ Growth: Average

Where the Jobs Are

Air Courier Service
Truck, Except Local
Logging
Sawmills and Planing Mills, General

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
♦ Word of Mouth	9/15
♦ Newspaper Ads	9/15
♦ Employee Referrals	6/15

DOT Codes and Titles

906.683-010	Food-Service Driver
906.683-018	Telephone-Directory-Distributor
906.683-022	Truck Driver, Light
913.663-018	Driver

Additional Information

- ♦ California Occupational Guide #23
- ♦ Occupational Outlook Handbook Page #473

Waiters and Waitresses

OES Code: 650080

15 Employers Responding, 176 Jobs Represented, 69 Males, 107 Females

Description of Occupation

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as tables. Please do not include workers who only work at counters.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	5.75	5.75
New hires, experienced	5.75	5.75	5.75
3+yrs experience with firm	5.75	6.75	5.75

- ♦ Tips may be an added part of income.

Hours

Few of the employers state that employment is full-time, averaging 39 hours per week. Most employers stated that employment is part-time, averaging 23 per week. Few employers stated employment is seasonal averaging 32 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur			7%			13%
Dental Insur	7%					13%
Vision Insur	7%					13%
Life Insur			7%			13%
Sick Leave						
Vacation	7%					
Retirement						
Child Care						
Other	7%	7%				

Supply/Demand Assessment

Almost all employers expect employment levels to remain stable over the next 24 months, Few employers expect levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is not difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 93%
- ♦ High school or equivalent 07%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	40%	47%	13%
Training as a Substitute for Experience	0%	100%	0%

Waiters and Waitresses

Required Skills

Cash handling skills
Ability to stand continuously for 2 or more hours
Ability to work under pressure
Customer service skills
Ability to follow oral instructions
Ability to write legibly

Occupational Mobility

Most firms report they do offer promotional opportunities, with many reporting they do not.

Local Training Opportunities

Currently there is no specific training offered for this occupation.

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Very Large
- ◆ Projected Job Growth Size: 24.6%
- ◆ Growth: Much Faster Than Average

Where the Jobs Are

Eating and Drinking Places

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Walk-In Applicants	15/15
◆ Word of Mouth	11/15
◆ Employee Referrals	7/15

DOT Codes and Titles

311.477-018	Waiters/Waitress, Bar
311.477-022	Waiters/Waitress, Dining Car
311.477-026	Waiters/Waitress, Formal
311.477-026	Waiters/Waitress, Informal

Additional Information

- ◆ California Occupational Guide #42
- ◆ Occupational Outlook Handbook Page #314

Welders and Cutters

OES Code: 939140

8 Employers Responding, 44 Jobs Represented, 44 Males, 0 Female

Description of Occupation

Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipeline, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	8.00	8.00	8.00
New hires, experienced	10.00	13.50	11.57
3+yrs experience with firm	15.00	19.00	15.00

Hours

Almost all of the employers state that employment is full-time, averaging 40 hours per week: Few employers stated that employment is part-time, averaging 10 per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	38%		50%			
Dental Insur	25%		25%			
Vision Insur			13%			
Life Insur	25%					
Sick Leave						
Vacation	50%		13%			
Retirement	38%					
Child Care						
Other	13%					

Supply/Demand Assessment

Most employers expect employment levels to remain stable over the next 24 months, Some employers expect levels to grow. No employers expected lev-

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 63%
- ♦ High school or equivalent 38%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	88%	0%	13%
Training as a Substitute for Experience	38%	63%	0%

Welders and Cutters

Required Skills

Ability to use precision tools
Ability to work in awkward positions
Possession of mechanical aptitude
Ability to read and follow instructions
Oral communication skills

Occupational Mobility

Some firms report they do offer promotional opportunities, with most reporting they do not.

Local Training Opportunities

- ◆ College of the Redwoods
- ◆ Humboldt Regional Occupational Program

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1996-2003

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Medium
- ◆ Projected Job Growth Size: 12.5%
- ◆ Growth: Slower Than Average

Where the Jobs Are

Fabricated Structural Metal
Pulp Mills
Sawmills and Planing Mills, General
Welding Repair

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Walk-In Applicants	7/8
◆ In-House Promo/Transfer	6/8
◆ Employee Referrals	6/8

DOT Codes and Titles

819.361-010	Welder-Fitter
819.361-014	Welder-Fitter Apprentice
819.381-010	Welder-Assembler
819.384-010	Welder, Combination
819.384-014	Welder Apprentice, Combination

Additional Information

- ◆ California Occupational Guide #84
- ◆ Occupational Outlook Handbook Page #435

Animal Caretakers

OES Code: 790170

15 Employers Responding, 84 Jobs Represented, 24 Male, 60 Females

Description of Occupation

Animal Caretakers feed, water, groom, exercise, or otherwise care for small or large animals, fish, or birds in zoos, circuses, pounds, laboratories, animal hospitals, aquariums, kennels, or stables. They clean and repair cages, pens, or fish tanks. They administer tests to experimental animals or give treatment to sick or injured animals, and keep records of feedings, tests, and treatments, and of animals received and discharged.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	6.25	5.75
New hires, experienced	5.75	7.50	6.00
3+yrs experience with firm	6.00	10.00	8.00

Hours

Many jobs are full-time, averaging 40 hours per week, many jobs are part-time, averaging 24 hours per week; few jobs are temporary/on call, averaging 10 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	27%		7%	7%		
Dental Insur	13%	7%		7%		
Vision Insur	7%	7%		7%		
Life Insur			7%	7%		
Sick Leave	27%	20%				
Vacation	33%	33%				
Retirement			7%	13%		
Child Care						
Other						

Supply/Demand Assessment

Almost all employers expected employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants

Employer Requirements

Minimum level of education for most recent hires.

- ◆ Less than high school 67%
- ◆ High school or equivalent 33%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	20%	27%	53%
Training as a Substitute for Experience	53%	20%	0%

Animal Caretakers

Required Skills

Record keeping skills
Ability to apply sterilization techniques
Ability to write effectively
Ability to lift at least 50 lbs. repeatedly
Public contact skills
Ability to work independently
Basic math skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Humboldt State University

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002:

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ♦ Occupational Size: Small
- ♦ Projected Job Growth Rate: 57.1%
- ♦ Growth: Much faster than average

Where the Jobs Are

Agricultural Services
Commercial Sports
Local Government
Education Public and Private
Museum/Botanical/Zoological Gardens

Recruitment Methods

Three most successful recruiting methods used by responding employers.

of Firms

- ♦ Employee Referrals: 8/15
- ♦ Newspaper Ads: 8/15
- ♦ Walk-In Applicants: 13/15

DOT Codes and Titles

410.674-010 Animal Caretaker
410.674-022 Stable Attendant
412.674-010 Animal Keeper
412.674-014 Animal Nursery Worker

Additional Information

California Occupational Guide # n/a
Occupational Outlook Handbook page #336

Assemblers & Fabricators

(Except machine, electrical, electronic, and precision)

OES Code: 939560

13 Employers Responding, 129 Jobs Represented, 67 Male, 62 Females

Description of Occupation

Assemblers and Fabricators in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools, and special equipment in order to carry out fitting and assembly operations. Please include assemblers whose duties are of a nonprecision nature. Does not include electrical, electronic, machine, and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations, such as riveting, welding, soldering, ma-

Wages/Benefits

Level of Skill	Range		Median
New hires, no experience	5.75	6.75	6.00
New hires, experienced	5.75	9.00	7.50
3+yrs experience with firm	7.00	13.50	10.00

- ◆ Some employers offer bonuses.

Hours

Most jobs are full-time, averaging 40 hours per week, few jobs are seasonal, averaging 40 hours per week; few jobs are part-time, averaging 25 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	54%		23%			
Dental Insur	23%		15%			
Vision Insur			8%			
Life Insur	23%		15%			
Sick Leave	31%	8%				
Vacation	69%	8%				
Retirement	38%					
Child Care						
Other						

Supply/Demand Assessment

Many employers expected employment levels to remain stable over the next 24 months, with many expecting levels to grow. Few employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ◆ Less than high school 46%
- ◆ High school or equivalent 54%

Assemblers & Fabricators

(Except machine, electrical, electronic, and precision)

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	38%	23%	38%
Training as a Substitute for Experience	60%	40%	0%

Required Skills

Ability to use hand tools
Good hand-eye coordination
Ability to stand for 2 or more hours
Ability to lift at least 50 lbs. repeatedly
Ability to perform routine, repetitive work
Basic math skills
Ability to read and follow instruction

Employment Trend/Size

Occupational Forecast: 1995-2002:

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupational Size: Large
- ◆ Projected Job Growth Rate: 13.0%
- ◆ Growth: Average

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Employee Referrals:	10/13
◆ Newspaper Ads:	10/13
◆ Walk-In Applicants:	7/13

Occupational Mobility

Some firms report they do offer promotional opportunities, with most firms reporting they do not offer promotional opportunities.

Local Training Opportunities

Currently there is no specific training offered for this occupation.

Please see Local Training Facilities Section for more information.

Where the Jobs Are

Motor Vehicle and Equipment
Wholesale Trade, Other
Misc. Plastic Product
Personnel Supply Services
Medical Instruments and Supplies

DOT Codes and Titles

518.684-022	Wax- Pattern Assembler
580.684-010	Blocker, Hand I
580.684-014	Blocker, Hand II
585.687-022	Patcher
669.364-010	Inspector, Assembly

Additional Information

- ◆ California Occupational Guide # n/a
- ◆ Occupational Outlook Handbook page # n/a

Automotive Mechanics

OES Code: 853020

15 Employers Responding, 87 Jobs Represented, 87 Male, 0 Female

Description of Occupation

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	6.60	9.38	8.00
New hires, experienced	8.00	13.00	10.00
3+yrs experience with firm	11.00	20.00	15.00

Hours

Almost all jobs are full-time, averaging 40 hours per week, few jobs are part-time, averaging 25 hours per week; few jobs are seasonal.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	60%		20%		7%	
Dental Insur	47%		20%		7%	
Vision Insur	27%		7%		7%	
Life Insur	47%		13%		13%	
Sick Leave	20%				7%	
Vacation	73%				7%	
Retirement	33%		7%		13%	
Child Care						
Other	13%				7%	

♦ *Some employers offer 401K plans.

Supply/Demand Assessment

Almost all employers expected employment levels to remain stable over the next 24 months, with few expecting levels to grow. Few employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 60%
- ♦ High school or equivalent 40%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	60%	13%	27%
Training as a Substitute for Experience	38%	62%	0%

Automotive Mechanics

Required Skills

Ability to operate electronic automotive diagnostic equipment
Ability to implement safe work practices
Ability to tune up engines
Arc welding skills
Certified in Auto Service Excellence (ASE)
Ability to work independently
Basic math skills
Ability to read and follow instructions
Oral communication skills

Occupational Mobility

Almost all firms report they do offer promotional opportunities, with some firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Humboldt Regional Occupational Program

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002:

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ♦ Occupational Size: Very Large
- ♦ Projected Job Growth Rate: 19.6%
- ♦ Growth: Faster than average rate

Where the Jobs Are

Automobile Dealers-New Cars
Service Stations-Gasoline & Oil
Transmission –Automobile
Automobile Repair & Service
Engine Tuning
Automobile Motor Rebuilding
Automobile Radiator-Repairing

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
♦ Walk-In Applicants:	13/15
♦ Newspaper Ads:	11/15
♦ In-House Promo/Transfer	8/15

DOT Codes and Titles

620.261-012	Automobile-Mechanic Apprentice
620.261-030	Automobile-Service-Station mechanic
620.261-034	Automotive-Cooling-System Diagnostic

Additional Information

- ♦ California Occupational Guide #24
- ♦ Occupational Outlook Handbook Page #354

Bakers – Bread & Pastry

OES Code: 650210

15 Employers Responding, 123 Jobs Represented, 74 Male, 49 Females

Description of Occupation

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods.

Supply/Demand Assessment

Almost all employers expected employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	8.00	6.00
New hires, experienced	5.75	8.00	7.25
3+yrs experience with firm	7.50	11.75	8.50

Hours

Most jobs are full-time, averaging 40 hours per week, Some jobs are part-time, averaging 26 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	33%		27%	7%	7%	
Dental Insur	27%		27%		7%	
Vision Insur	13%		13%		7%	
Life Insur	13%		20%		7%	
Sick Leave	27%		7%		7%	
Vacation	53%	7%	7%		7%	
Retirement	27%		20%	7%	7%	
Child Care						
Other	13%					

- ♦ Some employers offer 401K plans.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 53%
- ♦ High school or equivalent 47%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	7%	27%	67%
Training as a Substitute for Experience	64%	36%	0%

Bakers – Bread & Pastry

Required Skills

Mastery of baking equipment
Pastry making skills
Ability to stand for 2 or more hours
Ability to lift at least 25 lbs. repeatedly
Ability to work independently
Ability to work under pressure
Basic math skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills

Occupational Mobility

Almost all firms report they do offer promotional opportunities, with few firms reporting they do not offer promotional opportunities with some firms reporting they do not offer promotional opportunities.

Local Training Opportunities

Currently no specific training is offered for this occupation.

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002:

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupational Size: Medium
- ◆ Projected Job Growth Rate: 25.0%
- ◆ Growth: Much faster than average

Where the Jobs Are

Doughnut-Manufacturers
Bread & Other Bakery Prod-Except Cookies
Cookies & Cracker Manufacturers
Frozen Bakery Products-Except Bread
Bakers-Wholesale

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Walk-In Applicants:	13/15
◆ In-House Promo/Transfer:	10/15
◆ Newspaper Ads:	7/15

DOT Codes and Titles

313.361-010	Baker, Second
313.361-038	Pie Maker
313.381-010	Baker
313.381-018	Cook Apprentice, Pastry
313.381-026	Cook, Pastry

Additional Information

- ◆ California Occupational Guide #330
- ◆ Occupational Outlook Handbook Page #312

Bartenders

OES Code: 650050

15 Employers Responding, 60 Jobs Represented, 29 Male, 31 Females

Description of Occupation

Bartenders mix and serve alcoholic and non-alcoholic drinks to patrons of bars following standard recipes.

Supply/Demand Assessment

Almost all employers expected employment levels to remain stable over the next 24 months, with few expecting levels to grow. Few employers expected levels to decline.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	10.00	7.75
New hires, experienced	5.75	10.75	7.75
3+yrs experience with firm	5.75	13.00	9.00

- ♦ Tips are a possible added part of income.

Hours

Some jobs are full-time, averaging 40 hours per week, Most jobs are part-time, averaging 24 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur			13%			
Dental Insur			7%			
Vision Insur						
Life Insur						
Sick Leave						
Vacation	7%	7%				
Retirement						
Child Care						
Other			7%			

- ♦ Some employers offer an IRA.

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 67%
- ♦ High school or equivalent 33%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	47%	13%	40%
Training as a Substitute for Experience	15%	85%	0%

Bartenders

Required Skills

Cash handling skills
Knowledge of drink recipes
Ability to tolerate cigarette smoke
Good memory skills
Ability to stand for 2 or more hours
Public contact skills
Ability to work under pressure
Ability to deal effectively with difficult individuals
Basic math skills
Oral communication skills

Occupational Mobility

Many firms report they do offer promotional opportunities, with most firms reporting they do not offer promotional opportunities.

Local Training Opportunities

Currently no specific training is offered for this occupation.

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002:

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupational Size: Large
- ◆ Projected Job Growth Rate: 9.2%

Where the Jobs Are

Restaurants
Caterers
Bars
Cocktail Lounge
Night Club
Pubs
Comedy Clubs

Recruitment Methods

Three most successful recruiting methods used by responding employers.

- | | # of Firms |
|------------------------------|-------------------|
| ◆ Word of Mouth: | 9/15 |
| ◆ Employee Referrals: | 10/15 |
| ◆ Walk-In Applicants: | 14/15 |

DOT Codes and Titles

312.474-010	Bartender
312.477-010	Bar Attendant
312.677-010	Taproom Attendant

Additional Information

- ◆ California Occupational Guide #n/a
- ◆ Occupational Outlook Handbook Page #314

Bus & Truck Mechanics & Diesel Engine Specialists

OES Code: 853110

15 Employers Responding, 74 Jobs Represented, 74 Males, 0 Female

Description of Occupation

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Includes mechanics working primarily with automobile diesel engines.

Wages/Benefits

Non-Union Wages	Range		Median
New hires, no experience	7.00	13.00	8.00
New hires, experienced	9.00	14.00	10.00
3+yrs experience with firm	12.00	19.00	13.00

Union Wages	Range		Median
New hires, no experience	0.00	0.00	0.00
New hires, experienced	10.00	14.00	12.48
3+yrs experience with firm	13.47	24.00	16.17

Hours

Almost all jobs are full-time, averaging 41 hours per week. Few jobs are part-time, averaging 20 hours per week. Few jobs are seasonal.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	80%		13%	7%		
Dental Insur	60%		7%			
Vision Insur	53%		7%			
Life Insur	13%		13%			
Sick Leave	27%					
Vacation	60%		7%	7%		
Retirement	40%					
Child Care						
Other	13%		7%			

- ♦ Some employers offer 401K plans.

Supply/Demand Assessment

All employers expected employment levels to remain stable over the next 24 months. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants.

Employer requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 27%
- ♦ High school or equivalent 73%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	73%	13%	13%
Training as a Substitute for Experience	31%	69%	0%

Bus & Truck Mechanics & Diesel Engine Specialists

Required Skills

Ability to repair diesel engines
Knowledge of basic auto mechanics
Shop math skills
Ability to implement safe work practices
Ability to use hand tools
Ability to lift at least 75 lbs. repeatedly
Public contact skills
Basic math skills
Ability to read and follow instructions
Oral communication skills

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ◆ College of the Redwoods
- ◆ Humboldt Regional Occupational Program

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by Labor Market Information Division/ EDD)

- ◆ Occupational Size: Medium
- ◆ Projected Job Growth Rate: 16.1%
- ◆ Growth: Faster than average rate

Where the Jobs Are

Local/Long Distance Trucking
Education, Public and Private
Motor Vehicle, Parts, & Supplies
Local Government, except Edu./Hospital
Automotive Repair Shops
Machinery, Equipment, and Supplies

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Word of Mouth:	7/15
◆ Newspaper Ads:	9/15
◆ Walk-In Applicants:	11/15

DOT Codes and Titles

620.281-046	Maintenance Mechanic
620.281-050	Mechanic, Industrial Truck
620.281-058	Tractor Mechanic
625.281-010	Diesel Mechanic
325.281-014	Diesel Mechanic Apprentice

Additional Information

- ◆ California Occupational Guide #251
- ◆ Occupational Outlook Handbook Page #356

Cabinetmakers & Bench Carpenters

OES Code: 893110

1 Employers Responding, 82 Jobs Represented, 78 Male, 4 Females

Description of Occupation

Cabinetmakers and Bench Carpenters cut, shape, and assemble wooden articles, such as store fixtures, office equipment, cabinets, and high grade furniture. They set up and operate a variety of machines, such as power saws, jointers, mortisers, tenoners, mold-

Supply/Demand Assessment

Almost all employers expected employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants.

Wages/Benefits

Level of skill	Range	Median
New hires, no experience	5.75 8.00	7.00
New hires, experienced	6.00 10.00	8.00
3+yrs experience with firm	9.00 14.00	10.00

Hours

Almost all jobs are full-time, averaging 40 hours per week. Few jobs are part-time, averaging 25 hours per week.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 62%
- ♦ High school or equivalent 38%

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	31%		15%			
Dental Insur	8%		8%			
Vision Insur	8%					
Life Insur	15%		8%			
Sick Leave	15%					
Vacation	38%	8%	8%			
Retirement	8%					
Child Care						
Other	8%		8%			

- ♦ Some employers offer an IRA's & paid holidays

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	31%	0%	69%
Training as a Substitute for Experience	31%	69%	0%

Cabinetmakers & Bench Carpenters

Required Skills

Knowledge of geometry
Shop math skills
Ability to read blueprint
Ability to read working drawings
Cost estimating skills
Finish carpentry skills
Ability to lift at least 50 lbs. repeatedly
Ability to work independently
Ability to read and follow instructions
Oral communication skills

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ◆ Eureka Adult School
- ◆ Humboldt Regional Occupational Program
- ◆ College of the Redwoods

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002:

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupational Size: Medium
- ◆ Projected Job Growth Rate: 38.8%
- ◆ Growth: Much faster than average

Where the Jobs Are

Lumber Manufacturers
Sawmills
Railroad Ties-Manufacturers
Wood Sawing
Sawmills & Planning Mills-General
Furniture Frames
Wood Turning

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Word of Mouth:	6/13
◆ Walk-In Applicants:	8/13
◆ Newspaper Ads:	10/13

DOT Codes and Titles

660.280-010	Cabinet makers
660.280-014	Cabinetmakers Apprentice
760.684-010	Bench Carpenter

Additional Information

- ◆ California Occupational Guide #23
- ◆ Occupational Outlook Handbook Page #445

Carpenters

OES Code: 871020

14 Employers Responding, 137 Jobs Represented, 135 Male, 2 Females

Description of Occupation

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Does not include Cabinetmakers and Bench Carpenters.

Supply/Demand Assessment

Most employers expected employment levels to remain stable over the next 24 months, with some expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	6.00	7.00	6.50
New hires, experienced	7.00	12.00	10.00
3+yrs experience with firm	11.00	16.92	14.00

Hours

Almost all jobs are full-time, averaging 40 hours per week, Few jobs are part-time, averaging 23 hours per week

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	64%					
Dental Insur	21%					
Vision Insur	14%					
Life Insur	36%					
Sick Leave	14%					
Vacation	43%					
Retirement	21%					
Child Care						
Other						

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 43%
- ♦ High school or equivalent 57%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	86%	7%	7%
Training as a Substitute for Experience	31%	69%	0%

Carpenters

Required Skills

Shop math skills
Ability to read blueprints
Ability to use drafting tools
Cost estimating skills
Finish carpentry skills
Ability to climb to high places
Ability to lift at least 50 lbs. repeatedly
Ability to work independently
Oral communication skills
Possession of agility and coordination

Occupational Mobility

Almost all firms report they do offer promotional opportunities, with few firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ◆ College of the Redwoods
- ◆ Humboldt Regional Occupational Program
- ◆ Eureka Adult School

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002:

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupational Size: Very Large
- ◆ Projected Job Growth Rate: 9.7%
- ◆ Growth: Slower than average

Where the Jobs Are

Patio Builders
Garage Builders
General Contractors
Carports
Home Improvements
Home Builders

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Newspaper Ads:	7/14
◆ Walk-In Applicants	9/14
◆ In-House Promo/Transfer	10/14

DOT Codes and Titles

806.281-058	Carpenter, Prototype
806.281-010	Carpenter, Maintenance
860.281-014	Carpenter, Ship
860.361-010	Boatbuilder, Wood
860.361-014	Boatbuilder Apprentice, Wood

Additional Information

- ◆ California Occupational Guide #169
- ◆ Occupational Outlook Handbook Page #389

General Office Clerk

OES Code: 871020

1 Employers Responding, 58 Jobs Represented, 2 Male, 56 Females

Description of Occupation

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Does not include workers whose duties are narrowly defined.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	8.44	7.00
New hires, experienced	7.00	10.00	8.00
3+yrs experience with firm	8.00	12.00	10.00

Hours

Almost all jobs are full-time, averaging 39 hours per week, Few jobs are part-time, averaging 27 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	53%	7%	27%	7%		
Dental Insur	53%	7%	13%		7%	
Vision Insur	47%	7%	7%			
Life Insur	33%	7%	7%		7%	
Sick Leave	47%	7%				
Vacation	87%	13%				
Retirement	33%		7%			
Child Care					7%	
Other	7%					

Supply/Demand Assessment

Almost all employers expected employment levels to remain stable over the next 24 months, with few expecting levels to grow. Few employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is not difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

♦ High school or equivalent 100%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	27%	7%	67%
Training as a Substitute for Experience	64%	36%	0%

General Office Clerk

Required Skills

Record keeping skills
Alphabetic and numeric filing skills
English grammar, spelling, and punctuation skills
Telephone answering skills
Ability to write effectively
Ability to perform routine repetitive work
Public contact skills
Basic math skills
Oral communication skills

Occupational Mobility

Some firms report they do offer promotional opportunities, with most firms reporting they do not offer promotional opportunities..

Local Training Opportunities

- ◆ College of the Redwoods
- ◆ Eureka Adult School
- ◆ Humboldt Regional Occupational Program

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002:

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupational Size: Very Large
- ◆ Projected Job Growth Rate: 8.8%
- ◆ Growth: Slower than average

Where the Jobs Are

Motor Vehicle Dealers
Government Offices-US
Education, Public/Private
Hospitals, Public/Private

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Employee Referrals:	8/15
◆ Newspaper Ads:	10/15
◆ Walk-In Applicants:	10/15

DOT Codes and Titles

209.362-030	Congressional-District Aide
209.562-010	Clerk, General
219.362-010	Administrative Clerk
219.362-022	Clerk, Telegraph Service
219.362-026	Contract Clerk, Automobile

Additional Information

- ◆ California Occupational Guide #295
- ◆ Occupational Outlook Handbook Page #279

Guards and Watch Guards

OES Code: 630470

5 Employers Responding, 332 Jobs Represented, 255 Male, 77 Females

Description of Occupation

Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules. They guard property against fire, theft, vandalism, and illegal entry. They direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	8.00	6.35
New hires, experienced	5.75	8.50	6.50
3+yrs experience with firm	7.00	12.00	7.50

Hours

Some jobs are full-time, averaging 40 hours per week. Most jobs are part-time, averaging 30 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	60%	40%				
Dental Insur	60%	40%				
Vision Insur	60%	40%				
Life Insur	60%	40%				
Sick Leave	40%	20%				
Vacation	60%	60%				
Retirement	20%	20%				
Child Care						
Other	20%	20%				

- ♦ Some employers offer 401K plans, G.E.D
- ♦ sponsorship program

Supply/Demand Assessment

Most employers expected employment levels to remain stable over the next 24 months, with many expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is not difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 60%
- ♦ High school or equivalent 40%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	0%	60%	40%
Training as a Substitute for Experience	100%	0%	0%

Guards and Watch Guards

Required Skills

Ability to follow security protection procedures
Ability to administer emergency first aid
Bondable
Security guard registration (Guard Card)
Ability to write effectively
Possession of a clean police record
Public contact skills
Ability to work independently
Oral communication skills

Occupational Mobility

Many firms report they do offer promotional opportunities, with most firms reporting they do not offer promotional opportunities.

Local Training Opportunities

Currently no specific training is offered for this occupation.

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002:

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupational Size: Very Large
- ◆ Projected Job Growth Rate: 38.7%
- ◆ Growth: Much faster than average

Where the Jobs Are

Electric companies
Security Guard & Patrol Services
Detective agencies
Miscellaneous Business Services
Education, Public/Private
Hospital Public/Private
Department Stores

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Employee Referrals:	4/5
◆ Newspaper Ads:	4/5
◆ Employment Development Department	4/5

DOT Codes and Titles

372.563-010 Armored-Car Guard and Driver
372.567-010 Armored Car Guard
372.667-010 Airline Security Representative
372.667-014 Bodyguard

Additional Information

- ◆ California Occupational Guide #75
- ◆ Occupational Outlook Handbook Page #343

Human Service Workers

OES Code: 273080

16 Employers Responding, 231 Jobs Represented, 78 Male, 153 Females

Description of Occupation

Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Does not include

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	10.87	6.15
New hires, experienced	6.50	11.58	9.54
3+yrs experience with firm	8.00	14.37	10.65

Hours

Many jobs are full-time, averaging 39 hours per week, Many jobs are part-time, averaging 25 hours per week. Few jobs are temporary-on call.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	63%	19%	6%	13%		
Dental Insur	63%	13%		6%		
Vision Insur	50%	6%		6%		
Life Insur	44%	6%			6%	6%
Sick Leave	69%	38%		6%		
Vacation	69%	38%		6%		
Retirement	50%	19%		6%		
Child Care						
Other	6%					

- ♦ Some employers offer paid holidays.

Supply/Demand Assessment

Almost all employers expected employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ High school or equivalent 50%
- ♦ Associate Degree 25%
- ♦ Bachelor Degree 19%
- ♦ Graduate Study 6%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	50%	13%	38%
Training as a Substitute for Experience	29%	71%	0%

Human Service Workers

Required Skills

Record keeping skills
Ability to interview others for information
Ability to write effectively
Understanding a variety of cultures
Willingness to work with close supervision
Ability to work independently
Ability to think logically
Basic math skills
Ability to read and follow instructions
Oral communication skills

Occupational Mobility

Almost all firms report they do offer promotional opportunities, with few firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ◆ College of the Redwoods
- ◆ Humboldt State University

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002:

(Projection and Planning Information as compiled by the Labor Market Information Division/EDD)

- ◆ Occupational Size: Large
- ◆ Projected Job Growth Rate: 77.3%
- ◆ Growth: Much faster than average

Where the Jobs Are

Individual & Misc. Social Services
Local Government, except Educ/Hospital
Residential Care
State Government, except Educ/Hospital
Health and Allied Services, NEC
Job Training Related Services

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Walk-In Applicants:	7/16
◆ Newspaper Ads:	12/16
◆ In-House Promo/Transfer	13/16

DOT Codes and Titles

195.367-010	Case Aide
195.367-014	Management Aide
195.367-022	Food-Management Aide
195.367-034	Social-Services Aide

Additional Information

- ◆ California Occupational Guide #n/a
- ◆ Occupational Outlook Handbook Page #154

Janitors & Cleaners

(Except Maids & Housekeeping Cleaners)

OES Code: 670050

13 Employers Responding, 153 Jobs Represented, 103 Male, 50 Females

Description of Occupation

Janitors and Cleaners, except Maids and Housekeeping Cleaners, keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Does not include Maids and Housekeepers.

Wages/Benefits

Non-Union Wages	Range		Median
New hires, no experience	5.75	7.00	6.00
New hires, experienced	5.85	7.00	6.50
3+yrs experience with firm	6.40	10.00	7.66

Union Wages	Range		Median
New hires, no experience	5.75	9.06	7.80
New hires, experienced	6.25	9.99	9.10
3+yrs experience with firm	7.50	11.29	10.54

Hours

Most jobs are full-time, averaging 40 hours per week, Some jobs are part-time, averaging 25 hours per week. Few jobs are temporary-on call, seasonal.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	54%			8%		
Dental Insur	54%			8%		
Vision Insur	46%			8%		
Life Insur	23%					
Sick Leave	54%	8%		8%		
Vacation	69%	15%		8%	8%	8%
Retirement	38%		8%	8%		
Child Care						
Other	15%					

Supply/Demand Assessment

Most employers expected employment levels to remain stable over the next 24 months, with some expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately not to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 62%
- ♦ High school or equivalent 38%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	0%	62%	38%
Training as a Substitute for Experience	60%	40%	0%

Janitors & Cleaners

(Except Maids & Housekeeping Cleaners)

Required Skills

Ability to operate floor polishing equipment
Understanding of cleaning compounds and solutions
Window washing skills
Ability to shampoo carpets
Lift at least 100 lbs. repeatedly
Ability to work independently
Basic math skills
Ability to read and follow instructions
Oral communication skills

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

Local Training Opportunities

Currently no specific training is offered for this occupation.

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by Labor Market Information Division/ EDD)

- ◆ Occupational Size: Very Large
- ◆ Projected Job Growth Rate: 5.9%
- ◆ Growth: Slower than average rate

Where the Jobs Are

Service to buildings
Education, Public/Private
Hotel and other lodging places
Hospital, Public/Private
Religious Organizations
Nursing & Personal Care Facilities

DOT Codes and Titles

358.687-010	Change-House Attendant
381.687-014	Cleaner, Commercial/Industrial
381.687-018	Cleaner, Industrial
381.687-022	Cleaner, Laboratory Equipment
381.687-026	Cleaner, Wall

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Walk-In Applicants:	8/13
◆ Employee Referrals:	9/13
◆ News Paper Ads	10/13

Additional Information

- ◆ California Occupational Guide #88
- ◆ Occupational Outlook Handbook Page #329

Licensed Vocational Nurses

OES Code: 325050

14 Employers Responding, 80 Jobs Represented, 14 Male, 66 Females

Description of Occupation

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

Supply/Demand Assessment

Most employers expected employment levels to remain stable over the next 24 months, with some expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	8.08	11.39	9.95
New hires, experienced	8.48	13.00	10.84
3+yrs experience with firm	11.83	14.00	12.64

Hours

Almost all jobs are full-time, averaging 40 hours per week. Few jobs are part-time, averaging 26 hours per week. Few are temporary/on call.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	54%	8%	23%	15%		
Dental Insur	46%	8%	23%	8%		
Vision Insur	46%	8%	15%	8%		
Life Insur	46%	8%	8%	8%		
Sick Leave	38%	8%	8%			
Vacation	54%	15%	15%			
Retirement	46%	8%	15%			
Child Care						
Other	8%					

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 14%
- ♦ High school or equivalent 64%
- ♦ Associate Degree 21%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	57%	21%	21%
Training as a Substitute for Experience	18%	82%	0%

Licensed Vocational Nurses

Required Skills

Ability to follow laboratory procedures
Ability to provide personal service to patients
Record keeping skills
Ability to administer injections
Ability to take vital signs
Knowledge of medical terminology
Ability to handle crisis situations
Basic math skills
Oral communication skills

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ◆ College of the Redwoods
- ◆ Humboldt State University

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by Labor Market Information Division/ EDD)

- ◆ Occupational Size: Medium
- ◆ Projected Job Growth Rate: 16.3%
- ◆ Growth: Faster than average rate

Where the Jobs Are

Nursing Homes
Skilled Nursing Care Facilities
Intermediate Care Facilities
Hospices
Medical Centers
Hospitals
Emergency Medical & Surgical Services
Psychiatric hospitals

DOT Codes and Titles

079.374-014 Nurse, Licensed Practical

Recruitment Methods

Three most successful recruiting methods used by responding employers.

of Firms

- ◆ Walk-In Applicants: 5/14
- ◆ Colleges/Universities: 5/14
- ◆ Word of Mouth 8/14
- ◆ Newspaper Ads: 12/14

Additional Information

- ◆ California Occupational Guide #313
- ◆ Occupational Outlook Handbook Page #21

Loan & Credit Clerks

OES Code: 531210

11 Employers Responding, 34 Jobs Represented, 3 Male, 31 Females

Description of Occupation

Loan and Credit Clerks assemble documents, prepare papers, process applications, and complete transactions of individuals applying for loans and credit. Loan Clerks review loan papers to insure completeness; operate typewriters to prepare correspondence, reports, and loan documents from draft; and complete transactions between a loan establishment, borrowers, and sellers upon approval of loan. Credit Clerks interview applicants to obtain personal and financial data, determine credit worthiness, process applications, and notify customer of acceptance or rejection.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	6.00	8.50	8.16
New hires, experienced	8.63	18.22	10.67
3+yrs experience with firm	10.00	20.62	12.00

Hours

Almost all jobs are full-time, averaging 40 hours per week. Few jobs are part-time, averaging 31 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	73%	9%	9%			
Dental Insur	64%		9%			
Vision Insur	55%		9%			
Life Insur	45%		9%			
Sick Leave	73%	18%				
Vacation	91%	18%				
Retirement	55%	9%	9%	9%		
Child Care	9%					
Other	9%					

Supply/Demand Assessment

Almost all employers expected employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is not difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ High school or equivalent 82%
- ♦ Bachelors Degree 18%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	45%	9%	45%
Training as a Substitute for Experience	70%	30%	0%

Loan & Credit Clerks

Required Skills

Record keeping skills
Business math skills
Ability to use a calculator
Ability to interview others for information
Ability to perform detailed clerical work
Telephone answering skills
Public contact skills
Ability to work under pressure
Customer service skills
Oral communication skills

Occupational Mobility

Almost all firms report they do offer promotional opportunities, with few firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ◆ Humboldt State University
- ◆ Eureka Adult School
- ◆ College of the Redwoods
- ◆ Humboldt Regional Occupational Program

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by Labor Market Information Division/ EDD)

- ◆ Occupational Size: Medium
- ◆ Projected Job Growth Rate: 11.3%
- ◆ Growth: Slower than average rate

Where the Jobs Are

Commercial/Savings/Credit Banks
Mortgage Bankers and Brokers
Personal Credit Institutions
Federal/Business Credit Agencies

Recruitment Methods

Three most successful recruiting methods used by responding employers.

of Firms

- ◆ **Employee Referrals:** 6/11
- ◆ **In-House Promo/Transfer:** 3/11
- ◆ **Newspaper Ads:** 8/11

DOT Codes and Titles

205.367-022	Credit Clerk
219.362-038	Mortgage- Closing Clerk
219.367-046	Disbursement Clerk
249.362-014	Mortgage Clerk
249.362-018	Mortgage Loan Closer

Additional Information

- ◆ California Occupational Guide #526
- ◆ Occupational Outlook Handbook Page #285

Medical Assistants

OES Code: 660050

15 Employers Responding, 72 Jobs Represented, 4 Male, 68 Females

Description of Occupation

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	7.00	8.50	7.50
New hires, experienced	7.00	10.00	8.50
3+yrs experience with firm	8.50	12.00	10.50

Hours

Most jobs are full-time, averaging 40 hours per week, Some jobs are part-time, averaging 26 hours per week. Few jobs are temporary/on call.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	47%	13%	20%			
Dental Insur	13%	13%	20%			
Vision Insur	13%	7%	13%			
Life Insur	27%	7%	13%			
Sick Leave	73%	20%				
Vacation	80%	20%				
Retirement	40%	13%	13%	7%		
Child Care						
Other	13%	7%	7%			

Supply/Demand Assessment

Most employers expected employment levels to remain stable over the next 24 months, with some expecting levels to grow. Few employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ High school or equivalent 92%
- ♦ Bachelors Degree 7%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	67%	7%	27%
Training as a Substitute for Experience	43%	57%	0%

Medical Assistants

Required Skills

Ability to complete and explain medical insurance forms
Ability to apply sterilization techniques
Understanding of inventory techniques
Ability to follow billing procedures
Knowledge of medical terminology
Ability to handle crisis situations
Basic math skills
Oral communication skills
Telephone answering skills

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ◆ College of the Redwoods
- ◆ Humboldt Regional Occupational Program
- ◆ Eureka Adult School

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by Labor Market Information Division/ EDD)

- ◆ Occupational Size: Large
- ◆ Projected Job Growth Rate: 24.5%
- ◆ Growth: Much faster than average rate

Where the Jobs Are

Offices, Physicians & Osteopaths
Offices, Other Health Practitioners
Hospitals, Public/Private
Nursing and Personal Care Facilities
Health and Allied Services, NEC

Recruitment Methods

Three most successful recruiting methods used by responding employers.

of Firms

- ◆ Employee Referrals: 10/15
- ◆ Newspaper Ads: 10/15
- ◆ Walk-In Applicants: 10/15

DOT Codes and Titles

079.364-010 Chiropractic Assistant
079.374-018 Podiatric Assistant

Additional Information

- ◆ California Occupational Guide #513
- ◆ Occupational Outlook Handbook Page #318

Pharmacy Technician

OES Code: 325180

14 Employers Responding, 48 Jobs Represented, 8 Male, 40 Females

Description of Occupation

Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and

Supply/Demand Assessment

Many employers expected employment levels to remain stable over the next 24 months, with many expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	7.00	11.00	9.00
New hires, experienced	7.00	12.00	10.00
3+yrs experience with firm	9.00	15.00	12.13

Hours

Most jobs are full-time, averaging 40 hours per week, Some jobs are part-time, averaging 23 hours per week

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	64%		21%	14%		
Dental Insur	57%		21%	7%		
Vision Insur	29%		14%			
Life Insur	14%		14%	7%		
Sick Leave	57%		21%	14%		
Vacation	71%	7%	14%	7%		
Retirement	7%		14%	7%		
Child Care			7%			
Other	7%					

Employer Requirements

Minimum level of education for most recent hires.

- ♦ High school or equivalent 79%
- ♦ Associates Degree 14%
- ♦ Bachelors Degree 7%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	57%	14%	29%
Training as a Substitute for Experience	50%	50%	0%

Pharmacy Technician

Required Skills

Knowledge of chemical compounds
Ability to calculate weight & measurement
Ability to apply sterilization techniques
Ability to measure and calculate using metrics
Ability to accurately record and report information
Ability to pay attention to detail
Public contact skills
Basic math skills
Ability to read and follow instructions
Oral communication skills

Occupational Mobility

Some firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

Local Training Opportunities

Currently no specific training is offered for this occupation.

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by Labor Market Information Division/ EDD)

- ◆ Occupational Size: Small
- ◆ Projected Job Growth Rate: 16.7%
- ◆ Growth: Faster than average rate

Where the Jobs Are

Drug Stores
Federal Government
Grocery Stores
Department Stores
Wholesale Trade, Other
Non-Store Retailers
General Merchandise Stores

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Employee Referrals:	10/15
◆ Newspaper Ads:	10/15
◆ Walk-In Applicants:	10/15

DOT Codes and Titles

074.382-010 Pharmacy Technician

Additional Information

- ◆ California Occupational Guide #456
- ◆ Occupational Outlook Handbook Page #488

Plumbers, Pipefitters, & Steamfitters

OES Code: 875020

11 Employers Responding, 77 Jobs Represented, 75 Male, 2 Females

Description of Occupation

Plumbers, Pipefitters, and Steamfitters assemble, install, alter, and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Does not include plumbers and pipefitters who primarily install and repair heating, air conditioning, and refrigeration systems

Supply/Demand Assessment

Many employers expected employment levels to remain stable over the next 24 months, with many expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	6.25	10.00	7.50
New hires, experienced	6.50	13.00	10.00
3+yrs experience with firm	9.00	25.00	14.41

- ♦ Some employers offer bonuses.

Hours

Almost all jobs are full-time, averaging 40 hours per week. Few jobs are part-time, averaging 20 hours per week. Few jobs are seasonal.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	55%		9%			
Dental Insur	27%					
Vision Insur	18%					
Life Insur	27%					
Sick Leave						
Vacation	73%					
Retirement	18%					
Child Care						
Other	18%					

- ♦ Some employers offer 401K plans, profit shar-

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 36%
- ♦ High school or equivalent 64%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	45%	18%	36%
Training as a Substitute for Experience	56%	44%	0%

Plumbers, Pipefitters, & Steamfitters

Required Skills

Ability to read blueprints
Ability to use hand tools
Cost estimating skills
Pipefitting Skills
Understanding of building codes
Ability to lift at least 50 lbs. repeatedly
Public contact skills
Ability to work independently
Basic math skills
Oral communication skills

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ◆ Humboldt Regional Occupational Program
- ◆ Central Labor Union

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by Labor Market Information Division/ EDD)

- ◆ Occupational Size: Medium
- ◆ Projected Job Growth Rate: 14.4%
- ◆ Growth: Average rate

Where the Jobs Are

Plumbing, Heating, and Air-Conditioning
Heavy Construction, except Highway
Non-Residential Building Construction
Misc. Special Trade Contractors
Local Government, except Educ/Hospital

DOT Codes and Titles

862.361-010	Furnace Installer
862.281-010	Coppersmith
862.281-014	Coppersmith Apprentice
862.281-022	Pipe Fitter
826.281-026	Pipe Fitter Apprentice

Recruitment Methods

Three most successful recruiting methods used by responding employers.

of Firms

- ◆ Newspaper Ads: 4/11
- ◆ Walk-In Applicants: 8/11
- ◆ Employee Referrals: 9/11

Additional Information

- ◆ California Occupational Guide #173
- ◆ Occupational Outlook Handbook Page #404

Printing Press Machine Operators & Tenders

OES Code: 925430

11 Employers Responding, 32 Jobs Represented, 29 Male, 3 Females

Description of Occupation

Printing Press Machine Operators and Tenders operate or tend various types of printing machines, such as off-set lithographic presses, letter or letterpress presses, and flexographic or gravure presses, to produce print on paper or other materials such as plastic, cloth, or rubber.

Supply/Demand Assessment

Most employers expected employment levels to remain stable over the next 24 months, with few expecting levels to grow. Few employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is very difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is very difficult to find inexperienced applicants.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	7.00	7.50	7.00
New hires, experienced	6.00	10.93	9.50
3+yrs experience with firm	11.00	15.00	14.00

- Some employers offer bonuses.

Hours

Almost all jobs are full-time, averaging 40 hours per week. Few jobs are part-time, averaging 30 hours per week. Few jobs are temporary/on call.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	73%	9%	18%			
Dental Insur	36%		27%		9%	
Vision Insur	36%		27%			
Life Insur	45%		18%			
Sick Leave	55%		9%			
Vacation	73%		9%			
Retirement	27%		9%			
Child Care			9%			
Other						

Employer Requirements

Minimum level of education for most recent hires.

- Less than high school 64%
- High school or equivalent 36%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	73%	18%	9%
Training as a Substitute for Experience	33%	67%	0%

Printing Press Machine Operators & Tenders

Required Skills

Ability to use computer-controlled presses
Ability to use printing inks
Possession of good color perception
Ability to stand for 2 or more hours
Ability to perform precision work
Possession of mechanical aptitude
Public contact skills
Ability to work independently
Basic math skills
Oral communication skills

Occupational Mobility

Most firms report they do offer promotional opportunities, some many firms reporting they do not offer promotional opportunities.

Local Training Opportunities

Currently no specific training is offered for this occupation.

Please see Local Training Facilities Section for more information.

Employment Trend/Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by Labor Market Information Division/EDD)

- ◆ Occupational Size: Small
- ◆ Projected Job Growth Rate: 12.0%
- ◆ Growth: Slower than average rate

Where the Jobs Are

Commercial Printing/Business Forms
Paperboard Containers and Boxes
Misc. Converted Paper Products
Newspaper
Mail/Reproduction/Stenographic Svcs.
Books

DOT Codes and Titles

649.685-038	Embossing Machine Tender
651.582-010	Proof-Press Operator
651.582-014	Lithographic-Proofer Apprentice
651.585-010	Assistant Press Operator
651.682-014	Offset-Duplicating-Machine Operator

Recruitment Methods

Three most successful recruiting methods used by responding employers.

of Firms

- ◆ In-House Promo/Transfer: 6/11
- ◆ Walk-In Applicants: 6/11
- ◆ Employee Referrals: 7/11
- ◆ Newspaper Ads: 8/11

Additional Information

- ◆ California Occupational Guide #n/a
- ◆ Occupational Outlook Handbook Page #446

Secretaries (Except legal & medical)

OES Code: 551080

15 Employers Responding, 69 Jobs Represented, 3 Male, 66 Females

Description of Occupation

Secretaries, except Legal and Medical, relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Does not include Medical and Legal Secretaries.

Wages/Benefits

Non-Union Wages	Range		Median
New hires, no experience	7.00	9.00	8.00
New hires, experienced	6.33	10.00	8.75
3+yrs experience with firm	6.90	14.38	10.63

Union Wages	Range		Median
New hires, no experience	8.00	8.00	8.00
New hires, experienced	8.62	10.00	9.77
3+yrs experience with firm	10.00	11.02	10.77

Hours

Almost all jobs are full-time, averaging 39 hours per week, Few jobs are part-time, averaging 30 hours per week. Few jobs are temporary/on call.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	73%		7%			
Dental Insur	47%		7%			
Vision Insur	40%					
Life Insur	27%					
Sick Leave	60%					
Vacation	60%					
Retirement	40%		7%		7%	
Child Care						
Other	7%					

Supply/Demand Assessment

Almost all employers expected employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is ,moderately difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Employer Requirements

Minimum level of education for most recent hires.

◆ Less than high school	13%
◆ High school or equivalent	80%
◆ Associates Degree	7%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	73%	13%	13%
Training as a Substitute for Experience	31%	69%	0%

Secretaries (Except legal & medical)

Required Skills

Alphabetic and numeric filing skills
 Proofreading skills
 Ability to use spreadsheet software
 Ability to use word processing software
 English grammar, spelling, and punctuation skills
 Telephone answering skills
 Ability to write effectively
 Ability to maintain an appointment calendar
 Basic math skills
 Oral communication skills

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ◆ Eureka Adult School
- ◆ College of the Redwoods
- ◆ Humboldt Regional Occupational Program

Please see Local Training Facilities Section for more information .

Employment Trend/Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by Labor Market Information Division/ EDD)

- ◆ Occupational Size: Very Large
- ◆ Projected Job Growth Rate: 13.9%
- ◆ Growth: Average rate

Where the Jobs Are

Education, Public/Private
 Personnel Supply Services
 Local Government, except Educ/Hospital
 Wholesale Trade Other
 Hospital, Public Private
 State Government, except Educ/Hospital
 Federal Government

DOT Codes and Titles

201.162-010	Social Secretary
201.362-018	Membership secretary
201.362-022	School Secretary
201.362-026	Script secretary
201.362-030	Secretary

Recruitment Methods

Three most successful recruiting methods used by responding employers.

of Firms

- ◆ Employee Referrals: 6/15
- ◆ Walk-In Applicants: 6/15
- ◆ In-House Promo/Transfer: 6/15
- ◆ Word of Mouth: 7/15
- ◆ Newspaper Ads: 14/15

Additional Information

- ◆ California Occupational Guide #128
- ◆ Occupational Outlook Handbook Page #304

Stock Clerks-Stockroom, Warehouse, Storage Yard

OES Code: 850230

15 Employers Responding, 158 Jobs Represented, 75 Male, 83 Females

Description of Occupation

Stock Clerks receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. Does not include Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking.

Supply/Demand Assessment

Almost all employers expected employment levels to remain stable over the next 24 months, with few expecting levels to grow. No employers expected levels to decline.

How difficult is it to find applicants?

Experienced: Employers report it is not difficult to find fully experienced and qualified applicants.

Inexperienced: Employers report it is moderately difficult to find inexperienced applicants.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	7.50	6.00
New hires, experienced	5.75	8.50	7.00
3+yrs experience with firm	6.50	11.00	8.00

Hours

Many jobs are full-time, averaging 40 hours per week, many jobs are part-time, averaging 25 hours per week.

Benefits Offered

Benefits	Employer pays all		Share of cost		Employee pays all	
	FT	PT	FT	PT	FT	PT
Med. Insur	60%	7%	40%	7%		
Dental Insur	47%		27%	7%		
Vision Insur	27%		7%	7%		
Life Insur	20%	7%			7%	7%
Sick Leave	40%	20%	7%			
Vacation	80%	20%	13%			
Retirement	33%		13%	7%		
Child Care						
Other	20%					

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than high school 67%
- ♦ High school or equivalent 33%

Work Experience and Training

	YES	NO	Preferred
Work Experience Required	0%	73%	27%
Training as a Substitute for Experience	100%	0%	0%

Stock Clerks-Stockroom, Warehouse, Storage Yard

Required Skills

Ability to operate a fork lift
Record keeping skills
Understanding of inventory techniques
Labeling skills
Ability to stock shelves
Ability to lift at least 50 lbs. repeatedly
Public contact skills
Ability to work independently
Basic math skills
Oral communication skills

Occupational Mobility

Almost all firms report they do offer promotional opportunities, with few firms reporting they do not offer promotional opportunities.

Local Training Opportunities

Currently no specific training is offered for this occupation.

Please see Local Training Facilities Section for more information .

Employment Trend/Size

Occupational Forecast: 1995-2002

(Projection and Planning Information as compiled by Labor Market Information Division/ EDD)

- ◆ Occupational Size: Large
- ◆ Projected Job Growth Rate: 1.8%
- ◆ Growth: Slower than average rate

Where the Jobs Are

Grocery Stores
Department Stores
Wholesale Trade, Other
Misc. Shopping Goods Stores
Drug Stores & Proprietary Stores
Lumber & Other Building Materials

DOT Codes and Titles

219.387-026	Space-and-Storage Clerks
219.387-030	Stock Control Clerk
221.587-018	Odd-Piece Checker
221.587-022	Outsole Scheduler
222.167-010	Metal-Control Coordinator

Recruitment Methods

Three most successful recruiting methods used by responding employers.

- | | # of Firms |
|----------------------------|------------|
| ◆ In-House Promo/Transfer: | 14/15 |
| ◆ Walk-In Applicants: | 13/15 |
| ◆ Employee Referrals: | 9/15 |

Additional Information

- ◆ California Occupational Guide #n/a
- ◆ Occupational Outlook Handbook Page #336

Bill & Account Collectors

OES Code: 535380

14 Employers Responding, 29 Jobs Represented, 2 Male, 27 Females

Description of Occupation

Bill and Account Collectors locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Their duties include receiving payment and posting amounts to customer's accounts; sending statements to the credit department if the customer fails to respond, initiating repossession proceeding or service disconnection, and keeping records of collection and status of accounts. Please do not include collectors of money from coin boxes.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	7.50	6.00
New hires, experienced	6.50	13.90	8.49
3+yrs experience with firm	7.50	15.82	10.77

Hours

Most employment is full-time, averaging 40 hours per week, some jobs are part-time, averaging 23 hours per week.

Benefits Offered

Benefits	Full Time	Part Time
Med. Insur	13/14	3/14
Dental Insur	9/14	3/14
Vision Insur	5/14	1/14
Life Insur	11/14	3/14
Sick Leave	12/14	7/14
Vacation	12/14	7/14
Retirement	11/14	6/14
Child Care	1/14	1/14

Supply/Demand Assessment

Most employers expected employment levels to remain stable over the next three years, with some expecting levels to grow. No employers expected employment levels to decline.

How difficult is it to find applicants?

Degree of	Experience	Inexperienced
Not Difficult	14%	8%
A Little Difficult	43%	23%
Difficult	43%	46%
Very Difficult	0%	23%

Employer Requirements

Minimum level of education for most recent hires.

- ♦ High school or equivalent 60-79%
- ♦ Bachelors Degree 60-79%

Work Experience and Training

Employers Reported	Experience Required	Training Substitutes for Experience
Always	43%	7%
Usually	36%	7%
Sometimes	21%	57%
Never	0%	29%

Bill & Account Collectors

Required Skills

Ability to meet deadlines
Oral communication
Persistence
Ability to read and follow directions
Telephone answering skills
Negotiation skills
Interpersonal skills
Ability to work independently
Problem solving skills
Math skills

Occupational Mobility

Most firms report they do offer promotional opportunities, with some firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ◆ Eureka Adult School
- ◆ College of the Redwoods
- ◆ Humboldt State University
- ◆ Humboldt Regional Occupational Program

Please see Local Training Facilities Section for more information .

Employment Trend/Size

EDD Occupational Project Estimate

Growth Rate, 1994-2001:

This job is projected to grow at a much faster than average rate.

Number of Employees in 1994 = 30

Projected number of Employees in 2001= 40

Where the Jobs Are

Commercial/Savings/Credit Banks
Wholesale Trade, Other
Department Stores
Real Estate Manager
Local Government, exc Educ/Hospital
Offices, Physicians and Osteopaths
Mortgage Bankers and Brokers

DOT Codes and Titles

241.357-010	Collection Clerk
241.367-010	Collector
241.367-022	Repossessor

Recruitment Methods

Three most successful recruiting methods used by responding employers.

of Firms

- | | |
|----------------------------|-------|
| ◆ Newspaper Ads: | 13/14 |
| ◆ Employee Referrals: | 11/14 |
| ◆ In-house Promo/Transfer: | 8/14 |

Additional Information

- ◆ California Occupational Guide #561
- ◆ Occupational Outlook Handbook Page #254

Bookkeeping, Accounting, & Auditing Clerks, Including Bookkeepers

OES Code: 553380

16 Employers Responding, 83 Jobs Represented, 6 Male, 77 Females

Description of Occupation

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any number of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining account records. They may also check the accuracy of figures, calculations, and postings pertaining to business transaction records by other workers. Please do not include individuals whose pri-

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.75	11.08	6.50
New hires, experienced	7.00	13.91	9.01
3+yrs experience with firm	8.00	16.55	10.00

Hours

Almost all employment is full-time, averaging 39 hours per week, few jobs are part-time, averaging 31 hours per week; few jobs are temporary/on call, averaging 20 hours per week

Benefits Offered

Benefits	Full Time	Part Time
Med. Insur	14/16	4/16
Dental Insur	10/16	4/16
Vision Insur	9/16	3/16
Life Insur	8/16	3/16
Sick Leave	13/16	7/16
Vacation	16/16	7/16
Retirement	12/16	3/16
Child Care	2/16	0/16

Supply/Demand Assessment

Almost all employers expected employment levels to remain stable over the next three years, with few expecting levels to grow. Few employers expected employment levels to decline.

How difficult is it to find applicants?

Degree of	Experience	Inexperienced
Not Difficult	31%	7%
A Little Difficult	19%	47%
Difficult	38%	27%
Very Difficult	13%	20%

Employer Requirements

Minimum level of education for most recent hires.

- ♦ High school or equivalent 60-79%
- ♦ Some College but no Degree 20-39%

Work Experience and Training

Employers Reported	Experience Required	Training Substitutes for Experience
Always	63%	0%
Usually	13%	13%
Sometimes	25%	81%
Never	0%	6%

Bookkeeping, Accounting, & Auditing Clerks, Including Bookkeepers

Required Skills

Ability to pay attention to detail
Knowledge of accounting and auditing terms
Ability to perform routine, repetitive work
Good memory skills
Ability to operate 10-key by touch
Basic math skills
Oral communication skills

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ◆ College of the Redwoods
- ◆ Humboldt Regional Occupational Program
- ◆ Eureka Adult School
- ◆ Humboldt State University

Please see Local Training Facilities Section for more information .

Employment Trend/Size

EDD Occupational Project Estimate

Growth Rate, 1994-2001:

This job is projected to grow at a slower than average rate.

Number of Employees in 1994 = 890

Projected number of Employees in 2001= 900

Where the Jobs Are

Wholesale Trade, Other
Education, Public and Private
Commercial/Savings/Credit Banks
Grocery Stores
Local Government, exc Educ/Hospital
Accounting, Auditing, Bookkeeping
Eating and Drinking Places
Motor Vehicle Dealers

Recruitment Methods

Three most successful recruiting methods used by responding employers.

of Firms

- ◆ Newspaper Ads: 11/16
- ◆ Employee Referrals: 8/16
- ◆ In-house Promo/Transfer: 7/16

DOT Codes and Titles

210.326-010 Distribution-Accounting Clerks
210.382-014 Bookkeeper

Additional Information

- ◆ California Occupational Guide #26
- ◆ Occupational Outlook Handbook Page #282

Bus Driver

OES Code: 971080

11 Employers Responding, 78 Jobs Represented, 48 Male, 30 Females

Description of Occupation

Bus drivers drive buses to transport passengers over specified routes to local or distant points according to a specific schedule. They assist passengers with baggage and collect tickets or cash fares. Please do not include School Bus Drivers.

Supply/Demand Assessment

Almost all employers expected employment levels to remain stable over the next three years, with few expecting levels to grow.

Wages/Benefits

Level of skill	Range	Median
New hires, no experience	5.75 7.00	6.00
New hires, experienced	5.75 8.00	7.00
3+yrs experience with firm	5.75 10.20	8.50

Hours

Most employment is full-time, averaging 40 hours per week, some jobs are part-time, averaging 23 hours per week; few jobs are temporary/on call, averaging 10 hours per week.

Benefits Offered

Benefits	Full Time	Part Time
Med. Insur	7/11	2/11
Dental Insur	7/11	2/11
Vision Insur	5/11	2/11
Life Insur	6/11	3/11
Sick Leave	6/11	4/11
Vacation	8/11	4/11
Retirement	5/11	3/11
Child Care	1/11	1/11

How difficult is it to find applicants?

Degree of	Experience	Inexperienced
Not Difficult	9%	0%
A Little Difficult	27%	55%
Difficult	45%	36%
Very Difficult	18%	9%

Employer Requirements

Minimum level of education for most recent hires.

- ♦ High school or equivalent 60-79%
- ♦ Some College but no Degree 20-39%

Work Experience and Training

Employers Reported	Experience Required	Training Substitutes for Experience
Always	0%	0%
Usually	18%	9%
Sometimes	73%	82%
Never	9%	9%

Bus Driver

Required Skills

Good Vision
Possession of a good DMV driving record
Ability to manage unexpected situations or circumstances
Ability to interact well with others
Ability to learn from on the job training
Ability to read and follow instructions
Possession of a valid Class B drivers license
Ability to pass a pre-employment drug test
Ability to follow oral instructions

Occupational Mobility

Most firms report they do offer promotional opportunities, with some firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ◆ Eureka Adult School (school bus driving only)

Please see Local Training Facilities Section for

Employment Trend/Size

EDD Occupational Project Estimate

Growth Rate, 1994-2001:

This job is projected to grow at a much faster than average rate.

Number of Employees in 1994 = 20

Projected number of Employees in 2001= 30

Where the Jobs Are

Local and Suburban Transportation
Individual & Misc. Social Services
Residential Care
Hotels and other Lodging Places
Job Training and Related Services
Amusement and Recreation

DOT Codes and Titles

909.663-010	Hostler
913.363-010	Bus Driver, Day-Haul or Farm Charter
913.463-010	Bus Driver
913.663-014	Mobile-Lounge Driver

Recruitment Methods

Three most successful recruiting methods used by responding employers.

of Firms

- | | |
|-------------------------------------|-------|
| ◆ Newspaper Ads: | 11/11 |
| ◆ Employee Referrals: | 8/11 |
| ◆ Employment Development Department | 7/11 |

Additional Information

- ◆ California Occupational Guide #2
- ◆ Occupational Outlook Handbook Page #446

Child Care Workers

OES Code: 680380

9 Employers Responding, 114 Jobs Represented, 9 Male, 105 Females

Description of Occupation

Child care Workers attend children at school, businesses, and institution performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Please do not include workers whose primary function is to teach in a structured setting.

Supply/Demand Assessment

Many employers expected employment levels to remain stable over the next three years, with some expecting levels to grow. Some employers expected employment levels to decline.

How difficult is it to find applicants?

Degree of	Experience	Inexperienced
Not Difficult	11%	0%
A Little Difficult	0%	33%
Difficult	67%	44%
Very Difficult	22%	22%

Wages/Benefits

Level of skill	Range	Median
New hires, no experience	5.29 6.50	5.75
New hires, experienced	5.75 7.50	6.30
3+yrs experience with firm	6.50 9.25	7.45

Hours

Many employment is full-time, averaging 37 hours per week, many jobs are part-time, averaging 20 hours per week; few jobs are temporary/on call, averaging 10 hours per week.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Some College but no Degree 20-39%
- ♦ Associates Degree <20%

Benefits Offered

Benefits	Full Time	Part Time
Med. Insur	4/9	0/9
Dental Insur	2/9	2/11
Vision Insur	1/9	0/9
Life Insur	3/9	0/9
Sick Leave	6/9	2/9
Vacation	6/9	2/9
Retirement	2/9	2/9
Child Care	3/9	3/9

Work Experience and Training

Employers Reported	Experience Required	Training Substitutes for Experience
Always	22%	0%
Usually	44%	11%
Sometimes	22%	89%
Never	11%	0%

Child Care Workers

Required Skills

Possession of a clean police record
Ability to exercise patience
Possession of a good work record
Ability to handle crisis situations
Ability to work under pressure
Good physical condition
Oral communication skills
Knowledge of early childhood development
Ability to read and follow instructions
Willingness to work with close supervision

Occupational Mobility

All firms report they do offer promotional opportunities.

Local Training Opportunities

- ◆ College of the Redwoods
- ◆ Humboldt Regional Occupational Program
- ◆ Humboldt State University
- ◆ Eureka Adult School

Please see Local Training Facilities Section for more information.

Employment Trend/Size

EDD Occupational Project Estimate

Growth Rate, 1994-2001:

This job is projected to grow at a much faster than average rate.

Number of Employees in 1994 = 120

Projected number of Employees in 2001= 140

Where the Jobs Are

Child Care Services
Education, Public and Private
State Government, except Educ/hospital
Individual & Misc. Social Services
Local Government, except Educ/Hospital

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Employee Referrals	7/9
◆ Newspaper Ads	6/9
◆ In-House Promo/Transfer	6/9

DOT Codes and Titles

355.674-010	Child Care Attendant, School
359.677-010	Attendant, Children's Institution
359.677-018	Nursery School Attendant
359.677-026	Playroom Attendant

Additional Information

- ◆ California Occupational Guide #505
- ◆ Occupational Outlook Handbook Page #321

Computer Network Technician

OES Code: 033162996

6 Employers Responding, 28 Jobs Represented, 25 Male, 3 Females

Description of Occupation

Computer Network Technician install and maintain personal computers and connect them to local and/or wide area networks (LANs/WANs). Technician perform troubleshooting, diagnosis, and repair of computers and peripheral equipment; they also work on network related hardware and software problems. They may assign passwords, use manuals, maintain a variety of logs, and communicate with a Network Managers or others about specific system problems. In addition, they may provide training and education to other staff on

Supply/Demand Assessment

Many employers expected employment levels to remain stable over the next three years, with many expecting levels to grow.

How difficult is it to find applicants?

Degree of	Experience	Inexperienced
Not Difficult	0%	17%
A Little Difficult	33%	17%
Difficult	33%	33%
Very Difficult	33%	33%

Wages/Benefits

Level of skill	Range	Median
New hires, no experience	5.75 16.61	7.00
New hires, experienced	6.75 16.61	8.00
3+yrs experience with firm	7.00 19.23	12.00

Employer Requirements

Minimum level of education for most recent hires.

♦ High School or Equivalent	60-79%
♦ Some College but no Degree	20-39%
♦ Bachelors Degree	20-39%

Hours

Most employment is full-time, averaging 40 hours per week, some jobs are part-time, averaging 30 hours per week; few jobs are temporary/on call, averaging 40 hours per week.

Benefits Offered

Benefits	Full Time	Part Time
Med. Insur	5/6	0/6
Dental Insur	5/6	0/6
Vision Insur	2/6	0/6
Life Insur	1/6	0/6
Sick Leave	5/6	0/6
Vacation	6/6	0/6
Retirement	3/6	0/6
Child Care	0/6	0/6

Work Experience and Training

Employers Reported	Experience Required	Training Substitutes for Experience
Always	17%	0%
Usually	83%	33%
Sometimes	0%	67%
Never	0%	0%

Computer Network Technician

Required Skills

Ability to install LAN/WAN cards
Problem solving skills
Able to set up and maintain multi-user systems
Knowledge of Unik and other network systems
Ability to operate peripheral equipment
Knowledge of mainframe & microcomputers
Ability to use diagnostic programs

Occupational Mobility

Most firms report they do offer promotional opportunities, with some firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ♦ College of the Redwoods
- ♦ Humboldt Regional Occupational Program
- ♦ Eureka Adult School
- ♦ Humboldt State University
- ♦ California Training Center

Please see Local Training Facilities Section for more information.

Employment Trend/Size

EDD Occupational Project Estimate

Growth Rate, 1994-2001:

Information not available.

Where the Jobs Are

Education, Public and Private
Local Government
Hotels and Motels
Real Estate Manager
Hospital
Amusement and Recreation
Eating and Drinking Places
Nursing and Personal Care Facilities

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
♦ Employee Referrals	5/6
♦ Newspaper Ads	5/6
♦ In-House Promo/Transfer	3/6

DOT Codes and Titles

Information Not Available

Additional Information

- ♦ California Occupational Guide #136
- ♦ Occupational Outlook Handbook Page #351

Food Service Manager

OES Code: 150261

16 Employers Responding, 210 Jobs Represented, 90 Male, 120 Female

Description of Occupation

Food Service Managers plan, organize, direct, control, or coordinate activities of an organization or department that serves food and/or beverages. Please include Food or Beverage Directors.

Supply/Demand Assessment

Most employers expected employment levels to remain stable over the next three years, with some expecting levels to grow.

Wages/Benefits

Level of skill	Range	Median
New hires, no experience	5.75 14.43	6.25
New hires, experienced	5.75 16.81	7.75
3+yrs experience with firm	7.00 19.18	9.00

Hours

Some employment is full-time, averaging 44 hours per week, most jobs are part-time, averaging 25 hours per week; few jobs are temporary/on call, averaging 5 hours per week.

Benefits Offered

Benefits	Full Time	Part Time
Med. Insur	13/16	0/16
Dental Insur	9/16	0/16
Vision Insur	5/16	0/16
Life Insur	5/16	0/16
Sick Leave	4/16	1/16
Vacation	14/16	1/16
Retirement	2/16	0/16
Child Care	0/16	0/16

How difficult is it to find applicants?

Degree of	Experience	Inexperienced
Not Difficult	6%	0%
A Little Difficult	19%	13%
Difficult	38%	53%
Very Difficult	38%	33%

Employer Requirements

Minimum level of education for most recent hires.

- ♦ High School or Equivalent 60-79%
- ♦ Some College but no Degree 20-39%

Work Experience and Training

Employers Reported	Experience Required	Training Substitutes for Experience
Always	38%	19%
Usually	19%	25%
Sometimes	44%	44%
Never	0%	13%

Food Service Manager

Required Skills

Willingness to work nights, weekends, holidays
Ability to work under pressure
Ability to plan and organize the work of others
Ability to manage an activity or department
Oral communication skills
High standards of personal cleanliness
Ability to motivate others
Customer service skills
Ability to read and follow directions
Public contact skills

Occupational Mobility

Most firms report they do offer promotional opportunities, with some firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ◆ Humboldt Regional Occupational Program
- ◆ College of the Redwoods

Please see Local Training Facilities Section for more information .

Employment Trend/Size

EDD Occupational Project Estimate

Growth Rate, 1994-2001:

This job is projected to grow at a much faster than average rate.

Number of Employees in 1994 = 120

Projected number of Employees in 2001= 170

Where the Jobs Are

Eating and Drinking Places
Hotel and other Lodging Places
Education, Public and Private
Nursing & Personal Care Facilities
Hospitals, Public and Private
Residential Care

DOT Codes and Titles

185.137-010	Manager, Fast Food Service
187.117-038	Manager, Hotel and Motel
187.137-018	Manager, Front Office
187.161-010	Executive Chef

Recruitment Methods

Three most successful recruiting methods used by responding employers.

of Firms

- | | |
|---------------------------|-------|
| ◆ Employee Referrals | 11/16 |
| ◆ In-House Promo/Transfer | 9/16 |
| ◆ Newspaper Ads | 8/16 |

Additional Information

- ◆ California Occupational Guide #503
- ◆ Occupational Outlook Handbook Page #72

Hand Packers & Packagers

OES Code: 989020

12 Employers Responding, 105 Jobs Represented, 76 Male, 29 Females

Description of Occupation

Hand Packers and Packagers pack or package by hand a variety of products and materials. Please do not include workers whose jobs require more than minimum training.

Supply/Demand Assessment

Most employers expected employment levels to remain stable over the next three years, with many expecting levels to grow. Few employers expected employment levels to decline.

How difficult is it to find applicants?

Wages/Benefits

Level of skill	Range	Median
New hires, no experience	5.75 9.00	6.00
New hires, experienced	5.75 13.10	7.00
3+yrs experience with firm	5.75 15.00	10.00

Degree of	Experience	Inexperienced
Not Difficult	17%	33%
A Little Difficult	50%	58%
Difficult	25%	0%
Very Difficult	8%	8%

Hours

Most employment is full-time, averaging 40 hours per week, some jobs are part-time, averaging 21 hours per week; few jobs are temporary/on call, averaging 15 hours per week. Few jobs are seasonal, averaging 30 hours per week.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than High School 20-39%
- ♦ High School or Equivalent 60-79%

Benefits Offered

Benefits	Full Time	Part Time
Med. Insur	9/12	1/12
Dental Insur	7/12	1/12
Vision Insur	4/12	1/12
Life Insur	5/12	0/12
Sick Leave	3/12	2/12
Vacation	10/12	2/12
Retirement	4/12	2/12
Child Care	0/12	0/12

Work Experience and Training

Employers Reported	Experience Required	Training Substitutes for Experience
Always	0%	0%
Usually	0%	25%
Sometimes	58%	67%
Never	42%	8%

Hand Packers & Packers

Required Skills

Ability to use hands, arms, and fingers
Ability to follow oral instructions
Ability to perform routine, repetitive work
Ability to learn from on the job training
Ability to interact well with others
Ability to stand for 2 or more hours
Good hand-eye coordination
Willingness to work overtime
Ability to work rapidly
Ability to work as part of a team

Occupational Mobility

All firms report they do offer promotional opportunities.

Local Training Opportunities

Currently no specific training is offered for this occupation.

Please see Local Training Facilities Section for more information .

Employment Trend/Size

EDD Occupational Project Estimate

Growth Rate, 1994-2001:

This job is projected to grow at a faster than average rate.

Number of Employees in 1994 = 180

Projected number of Employees in 2001= 370

Where the Jobs Are

Personnel Supply Services
Meat Products
Agriculture, Forestry, Fishing
Misc. Foods and Kindred Products
Wholesale Trade, Other
Newspaper

DOT Codes and Titles

922.687-094	Timber Packer
920.687-086	Fish Packer
920.587-018	Hand Packer

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
♦ Employee Referrals	10/12
♦ Newspaper Ads	5/12
♦ In-House Promo/Transfer	3/12

Additional Information

- ♦ California Occupational Guide #136
- ♦ Occupational Outlook Handbook Page #351

Laundry & Dry Cleaning Machine Operators & Tenders

OES Code: 927260

13 Employers Responding, 94 Jobs Represented, 23 Male, 71 Females

Description of Occupation

Laundry and Dry Cleaning Machine Operators and Tenders operate or tend washing or dry cleaning machines to clean or dry clean commercial, industrial, or household articles, such as suede, leather, and cloth Garments; furs; blankets; draperies; fine linens; rugs; and carpets.

Supply/Demand Assessment

Most employers expected employment levels to remain stable over the next three years, with some expecting levels to grow. Few employers expected employment levels to decline.

How difficult is it to find applicants?

Wages/Benefits

Level of skill	Range	Median
New hires, no experience	5.25 6.29	5.75
New hires, experienced	5.75 7.50	5.75
3+yrs experience with firm	6.00 8.50	7.00

Degree of	Experience	Inexperienced
Not Difficult	38%	15%
A Little Difficult	31%	54%
Difficult	8%	31%
Very Difficult	23%	0%

Hours

Most employment is full-time, averaging 40 hours per week, some jobs are part-time, averaging 24 hours per week; few jobs are temporary/on call, averaging 5 hours per week.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than High School 20-39%
- ♦ High School or Equivalent 60-79%
- ♦ Some College but no Degree 20-39%

Benefits Offered

Benefits	Full Time	Part Time
Med. Insur	4/13	1/13
Dental Insur	3/13	0/13
Vision Insur	4/13	0/13
Life Insur	3/13	1/13
Sick Leave	4/13	4/13
Vacation	9/13	4/13
Retirement	4/13	1/13
Child Care	0/13	0/13

Work Experience and Training

Employers Reported	Experience Required	Training Substitutes for Experience
Always	0%	0%
Usually	0%	31%
Sometimes	69%	69%
Never	31%	0%

Laundry & Dry Cleaning Machine Operators & Tenders

Required Skills

Ability to work as part of a team
Ability to use hands, arms, and fingers
High standards of personal cleanliness
Ability to follow safe equipment operating practice
Ability to stand for 2 or more hours
Ability to work independently
Ability to read and follow instructions

Occupational Mobility

Most firms report they do offer promotional opportunities, with some firms reporting they do not offer promotional opportunities.

Local Training Opportunities

Currently no specific training is offered for this occupation.

Please see Local Training Facilities Section for more information.

Employment Trend/Size

EDD Occupational Project Estimate

Growth Rate, 1994-2001:

This job is projected to remain stable.

Number of Employees in 1994 = 60

Projected number of Employees in 2001= 60

Where the Jobs Are

Laundry/Cleaning/Garment Services
Nursing and Personal Care Facilities
Hotel and other Lodging facilities
Real Estate Manager
Hospital Public and Private

DOT Codes and Titles

361.665-010	Washer, Machine
362.382-014	Dry Cleaner
369.648-014	Laundry Operator

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
♦ Employee Referrals	11/13
♦ In-House Promo/Transfer	8/13
♦ Newspaper Ads	7/13

Additional Information

- ♦ California Occupational Guide #207
- ♦ Occupational Outlook Handbook Page #475

Phelebotomists

OES Code: 079364999

10 Employers Responding, 69 Jobs Represented, 13 Male, 56 Females

Description of Occupation

Phlebotomists draw blood from patients or donors in hospitals, independent clinical laboratories, blood banks, or similar facilities for analysis or other medical purposes. They may perform related clerical and/or routine laboratory tasks.

Supply/Demand Assessment

Most employers expected employment levels to remain stable over the next three years, with some expecting levels to grow.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	5.90	8.64	7.06
New hires, experienced	7.00	9.50	8.25
3+yrs experience with firm	8.00	12.26	9.00

How difficult is it to find applicants?

Degree of	Experience	Inexperienced
Not Difficult	0%	10%
A Little Difficult	30%	50%
Difficult	60%	30%
Very Difficult	10%	10%

Hours

Most employment is full-time, averaging 40 hours per week, some jobs are part-time, averaging 19 hours per week; few jobs are temporary/on call, averaging 24 hours per week.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ High School or Equivalent 60-79%
- ♦ Some College but no degree 60-79%

Benefits Offered

Benefits	Full Time	Part Time
Med. Insur	9/10	4/10
Dental Insur	7/10	3/10
Vision Insur	5/10	3/10
Life Insur	8/10	2/10
Sick Leave	10/10	5/10
Vacation	10/10	5/10
Retirement	10/10	4/10
Child Care	1/10	1/10

Work Experience and Training

Employers Reported	Experience Required	Training Substitutes for Experience
Always	10%	0%
Usually	50%	40%
Sometimes	40%	60%
Never	0%	0%

Phelebotomists

Required Skills

Infection control skills
Blood drawing skills
Ability to follow laboratory procedures
Record keeping skills
Ability to work independently
Ability to interact well with others
Ability to apply sterilization techniques
Knowledge of medical terminology

Occupational Mobility

Almost all firms report they do offer promotional opportunities, with few firms reporting they do not offer promotional opportunities.

Local Training Opportunities

Currently no specific training is offered for this occupation.

Please see Local Training Facilities Section for more information.

Employment Trend/Size

EDD Occupational Project Estimate

Growth Rate, 1994-2001:

This job is projected to remain stable.

Number of Employees in 1994 = 180

Projected number of Employees in 2001= 370

Where the Jobs Are

Hospital, Public and Private
Medical and Dental Laboratories
Home Health Care Services
Health and Allied Services, NEC
Local Government, exc. Edu/Hospital
Nursing and Personal Care Facilities

DOT Codes and Titles

079.364-022

Phlebotomist

Recruitment Methods

Three most successful recruiting methods used by responding employers.

of Firms

- | | |
|---------------------------|------|
| ♦ Newspaper Ads | 9/10 |
| ♦ Employee Referrals | 6/10 |
| ♦ In-House Promo/Transfer | 6/10 |

Additional Information

- ♦ California Occupational Guide #n/a
- ♦ Occupational Outlook Handbook Page #200

Purchasing Agents

(Except wholesale, Retail, and Farm Product)

OES Code: 213080

10 Employers Responding, 27 Jobs Represented, 16 Male, 11 Females

Description of Occupation

Purchasing agents, except Wholesale, Retail and Farm Products, purchase raw and semi-finished materials for manufacturing. They also purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Please include contract specialists, field contractors, purchasers, price analysts, tooling coordinators, and media buyers.

Supply/Demand Assessment

Almost all employers expected employment levels to remain stable over the next three years, with few expecting levels to decline. No employers expected employment levels to grow.

How difficult is it to find applicants?

Degree of	Experience	Inexperienced
Not Difficult	10%	0%
A Little Difficult	50%	60%
Difficult	30%	30%
Very Difficult	10%	10%

Wages/Benefits

Level of skill	Range	Median
New hires, no experience	5.85 13.40	6.50
New hires, experienced	6.50 14.40	7.20
3+yrs experience with firm	7.00 19.18	9.75

Hours

Almost all employment is full-time, averaging 40 hours per week, some jobs are part-time, averaging 30 hours per week.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ High School or Equivalent 60-79%
- ♦ Some College but no degree 20-39%
- ♦ Bachelors Degree 20-39%

Benefits Offered

Benefits	Full Time	Part Time
Med. Insur	8/10	0/10
Dental Insur	8/10	0/10
Vision Insur	4/10	0/10
Life Insur	6/10	0/10
Sick Leave	9/10	1/10
Vacation	10/10	1/10
Retirement	5/10	0/10
Child Care	0/10	0/10

Work Experience and Training

Employers Reported	Experience Required	Training Substitutes for Experience
Always	20%	0%
Usually	30%	20%
Sometimes	30%	80%
Never	20%	0%

Purchasing Agents

(Except wholesale, Retail, and Farm Product)

Required Skills

Ability to follow purchasing procedures
Negotiation skills
Ability to maintain good business relations
Ability to use supply catalogs
Public contact skills
Ability to assess and analyze market conditions
Understanding of inventory control systems
Analytical skills
Ability to work independently

Occupational Mobility

Most firms report they do offer promotional opportunities, with some firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ◆ Humboldt Regional Occupational Program
- ◆ Eureka Adult School
- ◆ College of the Redwoods

Please see Local Training Facilities Section for more information .

Employment Trend/Size

EDD Occupational Project Estimate

Growth Rate, 1994-2001:

This job is projected to remain stable.

Number of Employees in 1994 = 50

Projected number of Employees in 2001= 50

Where the Jobs Are

Federal Government
Aircraft and Parts
Hospital, Public and Private
Local Government, except Educ./Hospital
Computer and Office Equipment
Wholesale Trade, Other
Motor Vehicle and Equipment
Advertising

Recruitment Methods

Three most successful recruiting methods used by responding employers.

of Firms

- | | |
|---------------------------|------|
| ◆ Newspaper Ads | 8/10 |
| ◆ Employee Referrals | 6/10 |
| ◆ In-House Promo/Transfer | 6/10 |

DOT Codes and Titles

163.117-010	Manager, Contracts
169.167-054	Tooling Coordinator

Additional Information

- ◆ California Occupational Guide #n/a
- ◆ Occupational Outlook Handbook Page #69

Reporters and Correspondents

OES Code: 430110

10 Employers Responding, 27 Jobs Represented, 16 Male, 11 Females

Description of Occupation

Reporters and Correspondents collect and analyze facts about newsworthy events by interview, investigation, or observation and report and write stories for newspapers, news magazines, radio, or television. Correspondents who broadcast news for radio and television should be classified as Broadcast News Analysts.

Supply/Demand Assessment

Most employers expected employment levels to remain stable over the next three years, with some expecting levels to grow.

How difficult is it to find applicants?

Degree of	Experience	Inexperienced
Not Difficult	14%	14%
A Little Difficult	14%	29%
Difficult	71%	43%
Very Difficult	0%	14%

Wages/Benefits

Level of skill	Range	Median
New hires, no experience	6.30 13.43	8.00
New hires, experienced	6.30 13.43	8.92
3+yrs experience with firm	6.30 13.43	10.00

Hours

Many employment is full-time, averaging 41 hours per week; Some jobs are part-time, averaging 18 hours per week; few jobs are temporary/on call, averaging 5 hours per week.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Some College but no degree 20-39%
- ♦ Bachelors Degree 60-79%

Benefits Offered

Benefits	Full Time	Part Time
Med. Insur	6/7	0/7
Dental Insur	5/7	0/7
Vision Insur	1/7	0/7
Life Insur	4/7	0/7
Sick Leave	3/7	0/7
Vacation	5/7	0/7
Retirement	3/7	0/7
Child Care	0/7	0/7

Work Experience and Training

Employers Reported	Experience Required	Training Substitutes for Experience
Always	43%	0%
Usually	29%	0%
Sometimes	29%	100%
Never	0%	0%

Reporters and Correspondents

Required Skills

Ability to write effectively
Proofreading skills
Ability to use word processing software
Oral communication skills
Ability to determine emphasis of news material
Ability to organize material

Occupational Mobility

Most firms report they do offer promotional opportunities, with some firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ◆ College of the Redwoods
- ◆ Humboldt State University
- ◆ Eureka Adult School

Please see Local Training Facilities Section for more information .

Employment Trend/Size

EDD Occupational Project Estimate

Growth Rate, 1994-2001:

A slow decline is projected in this occupation.

Number of Employees in 1994 = 40

Projected number of Employees in 2001= 30

Where the Jobs Are

Newspapers
Radio and Television Broadcasting
Periodicals
Misc. Publishing

Recruitment Methods

Three most successful recruiting methods used by responding employers.

of Firms

- | | |
|------------------------------------|-----|
| ◆ Newspaper Ads | 6/7 |
| ◆ Employee Referrals | 6/7 |
| ◆ Public Schools/Program Referrals | 5/7 |

DOT Codes and Titles

131.262-018 Reporters

Additional Information

- ◆ California Occupational Guide #113
- ◆ Occupational Outlook Handbook Page #182

Sale Agents & Placers-Insurance

OES Code: 430020

11 Employers Responding, 70 Jobs Represented, 20 Male, 50 Females

Description of Occupation

Sales Agents and Placers sell or advise clients of insurance, endowments, fire, accidents, and other types of insurance. They may refer clients to independent brokers, or work as independent brokers, or be employed by an insurance company.

Supply/Demand Assessment

Some employers expected employment levels to remain stable over the next three years, with most expecting levels to grow.

Wages/Benefits

Level of skill	Range	Median
New hires, no experience	5.75 9.08	6.32
New hires, experienced	5.75 11.51	8.06
3+yrs experience with firm	7.00 16.78	9.59

How difficult is it to find applicants?

Degree of	Experience	Inexperienced
Not Difficult	0%	9%
A Little Difficult	0%	0%
Difficult	40%	55%
Very Difficult	60%	36%

Hours

Almost all employment is full-time, averaging 40 hours per week, few jobs are part-time, averaging 14 hours per week.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ High School or Equivalent <20%
- ♦ Some College but no degree 60-79%
- ♦ Associates Degree <20%

Benefits Offered

Benefits	Full Time	Part Time
Med. Insur	10/11	0/11
Dental Insur	4/11	0/11
Vision Insur	2/11	0/11
Life Insur	6/11	0/11
Sick Leave	10/11	0/11
Vacation	9/11	0/11
Retirement	8/11	0/11
Child Care	0/11	0/11

Work Experience and Training

Employers Reported	Experience Required	Training Substitutes for Experience
Always	18%	9%
Usually	55%	18%
Sometimes	27%	55%
Never	0%	18%

Sale Agents & Placers-Insurance

Required Skills

Customer service skills
Ability to follow oral instructions
Oral communication skills
Ability to read and follow instructions
Business math skills
Basic math skills
Verbal presentation skills
Ability to work independently
Ability to write legibly
Ability to write effectively

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

Local Training Opportunities

Currently no specific training is offered for this occupation.

Please see Local Training Facilities Section for more information .

Employment Trend/Size

EDD Occupational Project Estimate

Growth Rate, 1994-2001:

This job is projected to grow at a much faster than average rate.

Number of Employees in 1994 = 30

Projected number of Employees in 2001= 40

Where the Jobs Are

Insurance Agents, Brokers, and Svc.
Life Insurance
Fire, Marine, & Casualty Insurance
Medical Service & Health Insurance
Pension funds and Insurance, NEC
Commercial/Savings/Credit Banks

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
♦ Employee Referrals	9/11
♦ Newspaper Ads	7/11
♦ Private Employment Agencies	5/11
♦ In-House Promo/Transfer	5/11

DOT Codes and Titles

239.267-010	Placers
250.257-010	Sales Agent, Insurance

Additional Information

- ♦ California Occupational Guide #455
- ♦ Occupational Outlook Handbook Page #236

Sales Agent – Real Estate

OES Code: 430080

10 Employers Responding, 151 Jobs Represented, 66 Male, 85 Females

Description of Occupation

Real Estate Sales Agents rent, buy, and sell property to clients on a commission basis. They perform duties such as studying property listings, interviewing prospective clients, accompanying clients to property sites, discussing conditions of sale, and drawing up estate contracts.

Supply/Demand Assessment

Most employers expected employment levels to remain stable over the next three years, with many expecting levels to grow.

Wages/Benefits

Level of skill	Range	Median
New hires, no experience	*	*
New hires, experienced	8.50 19.18	13.84
3+yrs experience with firm	10.50 23.01	16.76

How difficult is it to find applicants?

Degree of	Experience	Inexperienced
Not Difficult	10%	0%
A Little Difficult	20%	30%
Difficult	60%	50%
Very Difficult	10%	20%

Hours

Most employment is full-time, averaging 42 hours per week, some jobs are part-time, averaging 15 hours per week.

Employer Requirements

Minimum level of education for most recent hires.

- ♦ High School or Equivalent 20-39%
- ♦ Some College but no degree 60-79%

Benefits Offered

Benefits	Full Time	Part Time
Med. Insur	0/10	0/10
Dental Insur	0/10	0/10
Vision Insur	0/10	0/10
Life Insur	0/10	0/10
Sick Leave	0/10	0/10
Vacation	0/10	0/10
Retirement	0/10	0/10
Child Care	0/10	0/10

Work Experience and Training

Employers Reported	Experience Required	Training Substitutes for Experience
Always	10%	0%
Usually	10%	50%
Sometimes	40%	50%
Never	40%	0%

Sales Agent – Real Estate

Required Skills

Oral communication skills
Ability to work independently
Possession of a valid driver's license
Public contact skills
Ability to apply sales techniques
Possession of a reliable vehicle
Ability to read and follow instructions
Ability to write legibly
Ability to prepare and arrange sales contracts
Telephone sales skills

Occupational Mobility

All firms report they do not offer promotional opportunities.

Local Training Opportunities

- ◆ Century 21 School
- ◆ College of the Redwoods

Please see Local Training Facilities Section for more information .

Employment Trend/Size

EDD Occupational Project Estimate

Growth Rate, 1994-2001:

Information not available.

Number of Employees in 1994 = n/a

Projected number of Employees in 2001= n/a

Where the Jobs Are

Real Estate Agents and Managers
Real Estate Operators and Lessors
Residential Building Constructions

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Employee Referrals	6/10
◆ Public School/Program Referrals	5/10
◆ Newspaper Ads	3/10
◆ Hire Unsolicited Applicants	3/10

DOT Codes and Titles

250.357-014 Leasing Agent, Residence
250.357-018 Sales Agent, Real Estate

Additional Information

- ◆ California Occupational Guide #490
- ◆ Occupational Outlook Handbook Page #240

Salespersons-Retail (Except Vehicle Sales)

OES Code: 490112

15 Employers Responding, 371 Jobs Represented, 91 Male, 280 Fe-

Description of Occupation

Retail salespersons sell a variety of merchandise to the public. They assist the customer in making selections; obtain or receive the merchandise; total the bill; receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays.

Supply/Demand Assessment

Many employers expected employment levels to remain stable over the next three years, with many expecting levels to grow.

How difficult is it to find applicants?

Wages/Benefits

Level of skill	Range	Median
New hires, no experience	5.75 6.00	5.75
New hires, experienced	5.75 7.00	6.25
3+yrs experience with firm	6.50 15.50	7.70

Degree of	Experience	Inexperienced
Not Difficult	0%	21%
A Little Difficult	40%	14%
Difficult	47%	43%
Very Difficult	13%	21%

Hours

Some all employment is full-time, averaging 39 hours per week, many jobs are part-time, averaging 22 hours per week; few jobs are temporary/on call, or seasonal, averaging 23 hours per week.

Benefits Offered

Benefits	Full Time	Part Time
Med. Insur	13/15	2/15
Dental Insur	9/15	1/15
Vision Insur	6/15	1/15
Life Insur	8/15	1/15
Sick Leave	8/15	2/15
Vacation	12/15	2/15
Retirement	8/15	1/15
Child Care	0/15	0/15

Employer Requirements

Minimum level of education for most recent hires.

- ♦ **High School or Equivalent** **60-79%**
- ♦ **Some College but no degree** **20-39%**

Work Experience and Training

Employers Reported	Experience Required	Training Substitutes for Experience
Always	7%	7%
Usually	40%	40%
Sometimes	40%	33%
Never	13%	20%

Salespersons-Retail (Except Vehicle Sales)

Required Skills

Ability to follow oral instructions
Customer service skills
Public contact skills
Ability to work under pressure
Oral communication skills
Good grooming skills
Ability to make change
Willingness to work with close supervision
Ability to work independently
Ability to operate a cash register

Occupational Mobility

Most firms report they do offer promotional opportunities, with some firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ◆ Humboldt Regional Occupational Program
- ◆ Eureka Adult School

Please see Local Training Facilities Section for more information .

Employment Trend/Size

EDD Occupational Project Estimate

Growth Rate, 1994-2001:

This job is projected to grow much faster than average.

Number of Employees in 1994 = 1660

Projected number of Employees in 2001= 1950

Where the Jobs Are

Department Stores
Clothing and Accessories Stores
Misc. Shopping Goods Stores
Used Merchandise/Retail Stores, NEC
Grocery Stores
Shoe Stores
General Merchandise Stores, NEC
Retail Nurseries and Garden Stores

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Newspaper Ads	8/15
◆ Employee Referrals	7/15
◆ Hire Unsolicited Applicants	6/15

DOT Codes and Titles

261.351-010	Salesperson, Wigs
261.357-018	Sales Representative, Footwear
261.357-066	Salesperson, Women's Apparel

Additional Information

- ◆ California Occupational Guide #536
- ◆ Occupational Outlook Handbook Page #245

Social Workers (Medical & Psychiatric)

OES Code: 273020

12 Employers Responding, 92 Jobs Represented, 15 Male, 77 Females

Description of Occupation

Medical and Psychiatric Social Workers counsel and aid individuals and families with problems that may arise during or following the recovery of physical or mental illness by providing supportive services designed to help the person understand, accept, and follow medical recommendations. Please include Chemical Dependency Counselors.

Wages/Benefits

Level of skill	Range	Median
New hires, no experience	5.75 16.00	8.00
New hires, experienced	6.50 18.00	8.52
3+yrs experience with firm	8.04 30.00	12.86

Hours

Many employment is full-time, averaging 42 hours per week; Many jobs are part-time, averaging 18 hours per week; few jobs are temporary/on call, averaging 12 hours per week.

Benefits Offered

Benefits	Full Time	Part Time
Med. Insur	9/12	1/12
Dental Insur	7/12	1/12
Vision Insur	3/12	1/12
Life Insur	8/12	1/12
Sick Leave	10/12	1/12
Vacation	11/12	1/12
Retirement	3/12	0/12
Child Care	2/12	0/12

Supply/Demand Assessment

Many employers expected employment levels to remain stable over the next three years, with many expecting levels to grow.

How difficult is it to find applicants?

Degree of	Experience	Inexperienced
Not Difficult	33%	11%
A Little Difficult	25%	11%
Difficult	42%	56%
Very Difficult	0%	22%

Employer Requirements

Minimum level of education for most recent hires.

- ◆ Some College but no degree 60-79%
- ◆ Bachelors Degree 40-59%

Work Experience and Training

Employers Reported	Experience Required	Training Substitutes for Experience
Always	58%	0%
Usually	8%	33%
Sometimes	33%	42%
Never	0%	25%

Social Workers (Medical & Psychiatric)

Required Skills

Ability to handle crisis situations
Oral communication skills
Ability to work independently
Ability to treat substance abuse
Ability to read and follow instructions
Ability to write effectively
Ability to apply complex rules and regulations
Ability to interview others for information
Ability to write legibly
Knowledge of protective service for children and adults

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ◆ Humboldt State University
- ◆ College of the Redwoods

Please see Local Training Facilities Section for more information .

Employment Trend/Size

EDD Occupational Project Estimate

Growth Rate, 1994-2001:

This job is projected to grow at a much faster than average rate.

Number of Employees in 1994 = 90

Projected number of Employees in 2001= 110

Where the Jobs Are

State Government except Educ/Hospital
Individual & Misc. Social Services
Hospitals, Public and Private
Residential Care
Job Training and Related Services
Nursing & Personal Care Facilities
Civic and Social Associations
Federal Government

Recruitment Methods

Three most successful recruiting methods used by responding employers.

of Firms

- | | |
|----------------------|------|
| ◆ Newspaper Ads | 8/12 |
| ◆ Employee Referrals | 6/12 |
| ◆ In-House Referrals | 6/12 |

DOT Codes and Titles

045.107-058	Substance Abuse Counselor
195.107-030	Social Worker, Medical
195.107-034	Social Worker, Psychiatric

Additional Information

- ◆ California Occupational Guide #122
- ◆ Occupational Outlook Handbook Page #132

Station Installer & Repairers - Telephone

OES Code: 857260

7 Employers Responding, 25 Jobs Represented, 20 Male, 5 Females

Description of Occupation

Telephone Station Installers and Repairers install and repair telephone station equipment, such as telephones, coin collectors, telephone booths, and switching-key equipment.

Supply/Demand Assessment

Many employers expected employment levels to remain stable over the next three years, with many expecting levels to grow. No employers expected employment levels to decline.

Wages/Benefits

Level of skill	Range		Median
New hires, no experience	6.00	8.00	7.00
New hires, experienced	5.75	10.00	9.00
3+yrs experience with firm	8.00	15.00	12.00

Hours

All employment is full-time, averaging 40 hours per week.

Benefits Offered

Benefits	Full Time	Part Time
Med. Insur	6/7	0/7
Dental Insur	3/7	0/7
Vision Insur	3/7	0/7
Life Insur	4/7	0/7
Sick Leave	5/7	0/7
Vacation	7/7	0/7
Retirement	1/7	0/7
Child Care	0/7	0/7

How difficult is it to find applicants?

Degree of	Experience	Inexperienced
Not Difficult	14%	14%
A Little Difficult	0%	29%
Difficult	29%	29%
Very Difficult	57%	29%

Employer Requirements

Minimum level of education for most recent hires.

- ♦ High School or Equivalent 60-79%
- ♦ Some College but no degree 20-39%

Work Experience and Training

Employers Reported	Experience Required	Training Substitutes for Experience
Always	43%	0%
Usually	43%	29%
Sometimes	14%	71%
Never	0%	0%

Station Installer & Repairers - Telephone

Required Skills

Ability to determine method of installation
Ability to install telephone equipment
Ability to test newly installed equipment
Ability to repair faulty equipment
Electrical repair skills

Occupational Mobility

Many firms report they do offer promotional opportunities, with many firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ◆ College of the Redwoods

Please see Local Training Facilities Section for more information .

Employment Trend/Size

EDD Occupational Project Estimate

Growth Rate, 1994-2001:

Information is not available for this occupation.

Number of Employees in 1994 = n/a

Projected number of Employees in 2001= n/a

Where the Jobs Are

Telephone Communications
Cable and other Pay TV Services

Recruitment Methods

Three most successful recruiting methods used by responding employers.

of Firms

- | | |
|----------------------|-----|
| ◆ Newspaper Ads | 4/7 |
| ◆ Employee Referrals | 4/7 |
| ◆ In-House Referrals | 4/7 |

DOT Codes and Titles

822.261-022	Station Installer-and-Repairer
822.281-018	Maintenance Mechanic, Tele-

Additional Information

- ◆ California Occupational Guide #n/a
- ◆ Occupational Outlook Handbook Page #354

Traffic, Shipping, & Receiving Clerks

OES Code: 580280

14 Employers Responding, 94 Jobs Represented, 82 Male, 12 Females

Description of Occupation

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material, and arrange for the transportation of product. Please do not include Stock Clerks and workers whose primary duties involve weighing and checking.

Supply/Demand Assessment

Most employers expected employment levels to remain stable over the next three years, with few expecting levels to grow. Few employers expected employment levels to decline.

How difficult is it to find applicants?

Wages/Benefits

Level of skill	Range	Median
New hires, no experience	5.75 13.70	7.00
New hires, experienced	5.75 13.70	7.00
3+yrs experience with firm	7.25 15.00	10.00

Degree of	Experience	Inexperienced
Not Difficult	7%	21%
A Little Difficult	36%	36%
Difficult	43%	43%
Very Difficult	14%	0%

Hours

Most employment is full-time, averaging 40 hours per week, some jobs are part-time, averaging 31 hours per week

Employer Requirements

Minimum level of education for most recent hires.

- ♦ Less than High School 20-39%
- ♦ High School or Equivalent 60-79%

Benefits Offered

Benefits	Full Time	Part Time
Med. Insur	12/14	2/14
Dental Insur	9/14	2/14
Vision Insur	6/14	2/14
Life Insur	6/14	2/14
Sick Leave	8/14	1/14
Vacation	12/14	1/14
Retirement	9/14	1/14
Child Care	0/14	0/14

Work Experience and Training

Employers Reported	Experience Required	Training Substitutes for Experience
Always	7%	0%
Usually	21%	14%
Sometimes	64%	86%
Never	7%	0%

Traffic, Shipping, & Receiving Clerks

Required Skills

Ability to follow oral instructions
Ability to read and follow instructions
Ability to interact well with others
Ability to work independently
Ability to stand for two or more hours
Oral communication skills
Ability to write legibly
Willingness to work with close supervision
Ability to work under pressure
Basic math skills

Occupational Mobility

Many firms report they do offer promotional opportunities, with most firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ◆ Eureka Adult School
- ◆ Humboldt Regional Training Program
- ◆ College of the Redwoods

Please see Local Training Facilities Section for more information .

Employment Trend/Size

EDD Occupational Project Estimate

Growth Rate, 1994-2001:

This occupation is projected to grow at a slower than average rate.

Number of Employees in 1994 = 350

Projected number of Employees in 2001= 370

Where the Jobs Are

Wholesale Trades, other Private
Department Stores
Machinery, Equipment, and Supplies
Groceries and Related Products
Motor Vehicle, Parts, and Supplies
Lumber and other Building Materials
Furniture & Home Furnishing Stores

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Employee Referrals	12/14
◆ Newspaper Ads	8/14
◆ In-House Referrals	8/14

DOT Codes and Titles

209.367-042	Reconsignment Clerk
214.587-014	Traffic Clerk
219.367-022	Paper-Control Clerk
219.367-030	Shipping-Order Clerk

Additional Information

- ◆ California Occupational Guide #n/a
- ◆ Occupational Outlook Handbook Page #276

Vehicle Salesperson - Retail

OES Code: 490111

14 Employers Responding, 94 Jobs Represented, 82 Male, 12 Females

Description of Occupation

Retail Vehicle Salesperson sell new and used automobiles, trailers, mobile homes, motor homes, boats, motorcycles, and other vehicles to the public. They explain the features and demonstrate the operation of the vehicle in the showroom or on the road, and suggest optional equipment. They may compute the sales price, include tax, trade-in allowance, license fee, and discount, and requirements for financing payment of the vehicle on credit. Please do not include workers who

Wages/Benefits

Level of skill	Range	Median
New hires, no experience	5.75 20.71	5.88
New hires, experienced	5.75 20.71	6.90
3+yrs experience with firm	5.75 20.71	7.50

Hours

All employment is full-time, averaging 46 hours per week

Benefits Offered

Benefits	Full Time	Part Time
Med. Insur	9/9	0/9
Dental Insur	7/9	0/9
Vision Insur	3/9	0/9
Life Insur	2/9	0/9
Sick Leave	3/9	0/9
Vacation	8/9	0/9
Retirement	4/9	0/9
Child Care	0/9	0/9

Supply/Demand Assessment

Many employers expected employment levels to remain stable over the next three years, with some expecting levels to grow. Few employers expected employment levels to decline.

How difficult is it to find applicants?

Degree of	Experience	Inexperienced
Not Difficult	11%	11%
A Little Difficult	33%	33%
Difficult	44%	44%
Very Difficult	11%	11%

Employer Requirements

Minimum level of education for most recent hires.

- ♦ High School or Equivalent 60-79%
- ♦ Some College but no Degree 60-79%

Work Experience and Training

Employers Reported	Experience Required	Training Substitutes for Experience
Always	11%	22%
Usually	33%	22%
Sometimes	44%	44%
Never	11%	11%

Vehicle Salesperson - Retail

Required Skills

Ability to follow oral instructions
Customer service skills
Public contact skills
Ability to work under pressure
Oral communication skills
Ability to make change
Ability to work independently

Occupational Mobility

Almost all firms report they do offer promotional opportunities, with few firms reporting they do not offer promotional opportunities.

Local Training Opportunities

- ◆ Humboldt Regional Occupational Program

Please see Local Training Facilities Section for more information .

Employment Trend/Size

EDD Occupational Project Estimate

Growth Rate, 1994-2001:

This occupation is projected to grow at a slower than average rate.

Number of Employees in 1994 = 100

Projected number of Employees in 2001= 110

Where the Jobs Are

Car Dealerships

Recruitment Methods

Three most successful recruiting methods used by responding employers.

	# of Firms
◆ Employee Referrals	8/9
◆ Newspaper Ads	6/9
◆ Hire Unsolicited Applicants	4/9

DOT Codes and Titles

273.357-034 Vehicle salesperson

Additional Information

- ◆ California Occupational Guide #n/a
- ◆ Occupational Outlook Handbook Page #n/a

Survey Methodology

Occupation Selection

Occupations for this study were selected by a steering committee composed of area employers, union representatives, educators, and trainers in consultation with EDD and the Employment Training Department of Humboldt County.

The main criteria used in selecting occupations were:

1. Occupations should have a substantial employment base in the county.
2. A majority of the occupations surveyed should typically require no more than two years of formal training.
3. Employees should be able to obtain a potential wage of at least \$6.00 per hour with 6 months experience.

Definition of Occupations

The method for classifying jobs used in this study is the Occupational Employment Statistics (OES) classification system developed by the U.S. Department of Labor's Bureau of Labor Statistics (BLS). BLS uses the OES classification system nationwide to study staffing patterns within industries. Examples of occupational titles include computer programmer, drafter, typist and baker.

Employer Sample Selection

After the occupations were selected and defined, an employer sample was developed for each occupation. Because employers from a variety of different industries may hire persons in any given occupation, every attempt has been made to draw an employer sample representative of the industries employing workers in each study occupation.

Industries are classified by the Standard Classification Manual. An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged. There are nine major industry groups: agriculture, mining, construction, manufacturing, transportation, communications, wholesale and retail trade, finance, and services. Every firm in the state is classified in one or more of these industry categories, according to the products they produce or services they provide.

The Labor Market Information Division (LMID) staff, using detailed data bases on employers and occupational staffing within industries, chose a representative sample of employers for each occupation studied. For example, a medical secretary would generally work for a firm classified in the health services category, whereas a typist may be scattered across several industries including health services, retail trade, manufacturing, etc.

This was considered for each occupation when establishing the sample of employers who would receive questionnaires. This sample was carefully reviewed and employers were added and deleted, as appropriate, to obtain a sample of 40 employers for each occupation, whenever possible.

Survey Methodology

Questionnaire Development

EDD developed the questionnaire used for this study.
(See the Sample Survey in the back of this book.)

Tabulations and Results

Questionnaire responses were entered into a database and tabulations were prepared. From these tabulations, the data was analyzed and the final Occupational

Summaries were prepared. Information for specific employers is and will remain strictly confidential, with only summary results being published.

Survey Procedures

Employers selected for the sample were mailed questionnaires with a cover letter explaining the study and a postage-paid return envelope.

Returned questionnaires were checked by ETD staff for completeness and accuracy.

Employers returning incomplete or potentially inaccurate questionnaires were contacted by phone for clarifying information.

Employers not responding to mailed questionnaires within a stated response time were contacted by phone and encouraged to return the questionnaires.

A fifty-percent rate of return for complete and accurate questionnaires was set as an employer "response goal." In cases where questionnaires were refused or not returned in a reasonable amount of time, additional similar employers not in the original sample were identified and substituted.

Data for the 2000 survey was gathered between June 1, 2000 & September 30, 2000.

Wages Represented/Reported

Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages.

This was considered for each occupation when establishing the sample of employers who would receive questionnaires. This sample was carefully reviewed and employers were added and deleted, as appropriate, to obtain a sample of 40 employers for each occupation, whenever possible.

Local Training Facilities Guide

College of the Redwoods

Eureka Campus

7351 Tompkins Hill Rd.
Eureka, CA. 95501
Phone (707) 476-4100
<http://www.redwoods.cc.ca.us/>

Mendocino Coast Campus

1211 Del Mar Drive
Fort Bragg, CA. 95437
Phone (707) 961-1001
Link on Eureka campus web site.

Del Norte Campus

883 W. Washington Blvd.
Crescent City, CA. 95531
Phone (707) 465-2300
Link on Eureka campus web site.

Humboldt Regional Occupational Program

901 Myrtle Ave.
Eureka, CA. 95501
Phone (707) 445-7018
Fax (707) 445-7143
<http://www.humboldt.k12.ca.us/>

California Enhanced Training Inventory

An on-line guide to state and local training facilities.
<http://www.soicc.ca.gov/sti/mainmenu.asp>

Humboldt State University

1 Harpst Street
Arcata, CA. 95521-8299
Phone (707) 826-3011 M-F 8:00 am-5:00 pm
<http://www.humboldt.edu/>

American Truck School

2404 Sandy Prairie Dr.
Fortuna, CA 95540
Phone (707) 725-1824

Eureka Adult School

674 Allard Avenue #63
Eureka, CA. 95503
Phone (707) 441-2448
Fax (707) 442-1403
<http://www.humboldt.k12.ca.us/ecs/adult.html>

Century 21 of the West Inc.

591 South Fortuna Blvd.
Fortuna, CA 95540
Phone (707) 725-4456
Fax (707) 725-4470
<http://www.northcoast.com/~c21debet>
E-mail Address, c21debet@northcoast.com

Local Unions of Humboldt County

California School Employees Assn.

1178 Gassoway Rd.
McKinleyville, CA 95519
Phone # (707) 839-0516

California State Employees Assn.

840 E St.
Eureka, CA 95501
Phone # (707) 445-0772

Carpenter Training Committee

Randy Gourley
715 Southpoint Blvd., Suite E
Petaluma, CA 95954
Phone # (707) 762-5840
Fax # (707) 762-5809
www.carpenter-trng-ncal.org

Humboldt County Public Employees' Assn.

AFSME Local 1684

James Smith
512 I St.
Eureka, CA 95501
Phone # (707) 443-7371

International Brotherhood of Painters and Allied Trades

Patrick Lane/ Franco Carson
840 E St.
Eureka, CA 95501
Phone # (888) 570-1134
Fax # (916) 393-0244

Laborers Local No. 139

David M. Wiseman
Labor Temple
9th & E St.,
Eureka, CA 95501
Phone # (707) 443-8588

Machinists' Local 540

840 E St.
Eureka, CA 95501
Phone # (707) 443-9181

Operating Engineers Local No. 3

William Burns
2806 Broadway
Eureka, CA 95501
Phone # (707) 443-7328

Operative Plasterer's & Cement Masons Union

Local 335
840 E St.
Eureka, CA 95501
Phone # (707) 444-8197

Plumbers and Steamfitters Local 290

Sid Berg
20210 S.W. Teton Ave.
Tualatin, OR 97062
Main Office # (503) 691-5700
Long Distance # 1-800-452-2912
Fax # (503) 691-0626
Eureka Fax # (707) 442-4680

Redwood Empire Electrical Training Trust

Darrel E. Jones (Training Director)
1700 Corby Ave., Suite F
Santa Rosa, CA 95407
Phone # (707) 523-3837
Fax # (707) 523-3829
Email: rejatc@inreach.com
[Http://www.ibewlocal551.org/apprentice.html](http://www.ibewlocal551.org/apprentice.html)

Redwood Local 49 Assn. Of Western Pulp & Paper Workers

1720 Victor Blvd.
Eureka, CA 95501
Phone # (707) 442-2289

Teamsters Organizing Committee

840 E St.
Eureka, CA 95501
Phone # (707) 443-1667

United Food & Commercial Workers Union

Local 101
Ed Janus
840 E St., Suite 8
Eureka, CA 95501
Phone # (707) 442-1751
Voice # (650) 871-3519
Fax # (707) 442-9572

Woodworkers Lodge

4700 Valley East Blvd
Arcata, CA 95521
Phone # (707) 822-4663

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL
 Whom should we contact with any further questions?

Name: _____
 Position: _____
 Phone: _____ Fax: _____

Occupation:			
Does your firm employ any individual performing the duties in the occupation described above? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete this survey for the occupation described. If no, please return this questionnaire to the above address. If your firm has multiple locations, please confine your answers to locations in your county .			
1. What job title(s) does your firm use for these duties?		Job Title(s):	
2. a. How many employees does your firm currently have in this occupation?		Number of Employees:	
b. In this occupation, how many are:		Number of Males:	Number of Females:
c. In this occupation, how many current employees are there and on average how many weekly hours do they work?			
Regular, Full Time:	Number of Employees:	Average Weekly Hours Worked:	
Regular, Part Time:	Number of Employees:	Average Weekly Hours Worked:	
Temporary/On Call:	Number of Employees:	Average Weekly Hours Worked:	
Seasonal:	Number of Employees:	Average Weekly Hours Worked:	
3. In your firm, what shifts are available for this occupation? (check all that apply)		<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Other: Please specify _____	
4. Has your firm hired in this occupation within the last 12 months?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many were hired to fill:			
vacancies resulting from promotions within your firm?			
vacancies resulting from people in permanent positions leaving your firm?			
new permanent positions resulting from growth?			
temporary, on call, or seasonal positions?			
5. a. During the last 12 months, did your firm's employment in this occupation: (Check one)		<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)		<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
6. When you hire applicants for this occupation, is prior experience in this occupation required? If yes or preferred, how much experience in this occupation is required/preferred? Is experience in other occupations accepted?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ (months) <input type="checkbox"/> Yes <input type="checkbox"/> No Please specify below: Occupation: _____ (months)	
7. If prior experience is required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)			
Not Difficult 1 2 3 4 Difficult			
8. If prior experience is <u>not</u> required when you hire applicants for this occupation, please indicate how difficult it is for your firm to find qualified applicants. (Circle one)			
Not Difficult 1 2 3 4 Difficult			

